

Project Officer Candidate Pack



harewood.org

Photo credit Lee Beel



ABOUT HAREWOOD

Harewood House Trust is an educational charity welcoming around 250,000 visitors every year with one of England's finest 18th century country houses and Grade 1 listed landscape designed by 'Capability Brown'. Reimagining Harewood is an ambitious programme designed to create a more welcoming, accessible and sustainable future for Harewood.

The project aims to:

- Encourage a more diverse range of people to experience and engage with our heritage
- Improve understanding of Harewood's history
- Enhance and heal our historic landscape and improve biodiversity
- Remove barriers to access and participation
- Support Harewood's long-term financial and environmental sustainability

The programme includes the conservation and extension of the Grade II listed Bakehouse, transforming it into a welcoming new visitor centre with accessible facilities and inclusive interpretation co-designed with descendant and local communities.



PROJECT OFFICER

Responsible to Deputy CEO

Hours 40 hours per week, Monday to Friday, with occasional evening and weekend working.

Salary £32,000 per annum

Contract 18 month Fixed Term Contract

Job Summary

As Project Officer, you will play a key role in supporting the Deputy CEO and the wider Reimagining Harewood project team in the development and delivery of this ambitious programme. You will provide comprehensive project management and co-ordination support, helping to keep the project on track and ensuring that information, budgets, risks, reporting and communications are effectively managed.

The post is funded by The National Lottery Heritage Fund and is offered on an 18-month fixed term basis. The post may be extended if Harewood successfully secures Delivery Stage funding.

KEY RESPONSIBILITIES

- Organise project meetings, circulate agendas and papers, take minutes and follow up actions
- Maintain accurate project records and documentation
- Respond to general enquiries and communications relating to the project
- Record communications with stakeholders and the public
- Provide effective project management support to the Deputy CEO and project team
- Monitor project progress, identify issues and help initiate appropriate corrective action
- Assist with regular progress reports for the management team and Trustees
- Help monitor the project budget and report on variances
- Assist with the preparation of tender documents and support the tendering process for external contractors and consultants
- Monitor and update the project risk register
- Assist with monitoring reports to The National Lottery Heritage Fund and other funders
- Support grant drawdown applications
- Plan and deliver smaller, low-to-medium cost/risk projects, including monitoring expenditure and obtaining contractor quotations in line with the Trust's procurement policy
- Contribute to stakeholder communications, including content for the website, social media, newsletters and other communications
- Help organise public events to share progress on the project and gather feedback
- Support the Curator of Community Voices and project consultants with focus groups and engagement activity.

PERSON SPECIFICATION

Essential = E, Desirable = D

EXPERIENCE, SKILLS + KNOWLEDGE	
Project management qualification and/or relevant project management experience	E
Excellent organisation and planning skills	E
Proven ability to review, collate, and produce written materials clearly and accurately	E
Strong numerical skills	E
Good IT skills, including Microsoft 365, SharePoint and Excel	E
Ability to find ways of solving or pre-empting problems	E
Ability to maintain confidentiality	E
Knowledge and interest in heritage conservation	E
Commitment to equality & diversity	E
Experience of managing budgets	D
Knowledge and interest in accessibility & accessible design	D
A full, clean UK driving licence	D

OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



CONTRACT TERMS & BENEFITS

Contract	Fixed Term contract for 18 months
Notice after probation period	1 month
Annual leave entitlement	25 days plus bank holidays (pro-rata for part-time employees)
Location	Harewood House Trust, Harewood, Leeds, LS17 9LG. Harewood is 7 miles outside of Leeds and accessible by public transport: goodjourney.org.uk/attraction/harewood-house/
Employee benefits	Enhanced maternity, paternity and adoption entitlements; Enhanced sick pay entitlements; Employee Assistance Programme; Access to complimentary passes for other Treasure Houses of England + Yorkshire's Great, Houses, Castles & Gardens properties; Staff discount in onsite cafés + retail outlets; Free parking.
Pre-work checks	Two satisfactory references Evidence of right to work in the UK Clean driving licence



FURTHER INFORMATION

If you would like an informal discussion about this role, please contact Lou Best, People Manager, recruitment@harewood.org.

NEXT STEPS & HOW TO APPLY

Please submit an [application form](#) and an [equality and diversity monitoring form](#) before the closing date to recruitment@harewood.org. On your email header, please state you are applying for the, 'Project Officer' role.

C.V's will not be accepted.

Harewood House Trust is a [Disability Confident Employer](#) and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration, or if you require any reasonable adjustments for any part of the recruitment process, please let us know.

Closing date: 28th September 2026 at 12.00 noon

Interviews will take place on the week of the 12th October 2026

HOW WE INTERVIEW

- All candidates and applications will be considered and responded to within a reasonable time frame.
- We encourage all candidates to apply and make the interview process accessible according to different candidates' needs.
- Interviewers will give their pronouns during the introductions.
- After the interview, we will provide feedback to unsuccessful candidates within a reasonable time frame.

Thank you for reading this pack. We look forward to hearing from you!





For more information please contact
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recruitment@harewood.org



HAREWOOD

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Photo credit Tom Arber