



Centenary Restoration Fund Project Officer, Re-Form Heritage

Stoke-on-Trent

Full-time, Fixed-term (17 months)

£28,700 p/a

Introduction

Do you have an interest in heritage? Are you looking for a new opportunity in supporting heritage regeneration? Re-Form Heritage is a growing charity in the UK's exciting heritage sector, with big ambitions to expand on our existing successes. We revitalise communities through the regeneration of heritage buildings at risk of decay and demolition. The areas in which Re-Form Heritage works are impacted by deprivation, underinvestment, and inadequate infrastructure – places which will benefit most from the regeneration and growth we successfully deliver. In December 2023 we were appointed as a heritage development trust for Stoke-on-Trent under a new Architectural Heritage Fund and The National Lottery Heritage Fund initiative.

As Centenary Restoration Fund Project Officer, you will lead on the establishment and coordination of a programme of work that will re-animate the public realm through the restoration and reimagination of small heritage assets across Stoke-on-Trent – in celebration and commemoration of the City's 2025 centenary year. The role will develop delivery partnerships with communities, the voluntary sector, and heritage organisations to deliver community engagement activities and a capital scheme that will further seek to establish longer-term post-project asset maintenance routes, build community skills in heritage conservation, and ensure the future legacy of the assets is better understood. The role will also serve as the main liaison point between the lead project partners Re-Form Heritage and Stoke-on-Trent City Council

The post will be line managed by the Chief Executive, and is funded by a grant from The National Lottery Heritage Fund.

About the Role

Your core tasks will entail leading on delivery of the Centenary Restoration Fund by:

- Delivering community engagement sessions to finalise a shortlist of small heritage assets that will be restored and repaired via the fund
- Develop delivery partnerships with communities, the voluntary sector, and heritage organisations.
- Commissioning organisations and individuals to support community-led restoration
- Commissioning organisations and individuals to help build community heritage skills
- Managing condition surveys
- Overseeing project evaluation
- Liaising between Re-Form Heritage, Stoke-on-Trent City Council, and relevant community groups
- Writing the final project report
- Undertaking other tasks as may be required to deliver Fund outcomes

Necessary Skills and Qualifications:

- Strong organisational self-starter skills
- Knowledge of the heritage sector
- Experience of community engagement

Preferred Skills and Qualifications:

- Knowledge of Stoke-on-Trent's heritage
- Experience of heritage sector community engagement
- Experience of commissioning external parties
- Degree in heritage, archaeology, or related field

Time: Full-time, fixed-term (17 months)

Salary: £28,700 per annum

Location: Middleport Pottery, Stoke-on-Trent

We are very willing to discuss hybrid- and remote-working options, but the postholder will need to be able to visit relevant sites in Stoke-on-Trent.

How to Apply

Application is via submission of a CV and one-page cover letter outlining your interest in the role.

Deadline for applications is 5:00 PM, 15 October 2025

Please send applications and any queries to aldasair.brooks@re-form.org. Please put 'Centenary Restoration Fund Project Officer' as the subject header of application and query e-mails.

About Re-Form Heritage

Re-Form Heritage is an independent charity which specialises in the restoration and rejuvenation of heritage buildings at risk of decay or demolition. Re-Form Heritage's objective is to transform historic buildings into local assets, creating job opportunities and catalysing wider social and economic benefit. Re-Form Heritage owns and manages Middleport Pottery and Harper Street in Burslem, Stoke-on-Trent. It also owns the Old Duchy Palace in Lostwithiel, Cornwall, which is operated by our partners at the Cornish Buildings Preservation Trust. In December 2023 we were appointed as a heritage development trust for Stoke-on-Trent under a new Architectural Heritage Fund and The National Lottery Heritage Fund initiative.

Our offices are located at Middleport Pottery in Burslem, Stoke-on-Trent. Office-based staff enjoy the opportunity to work at the Grade II*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, other ethnic minority, and disabled candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>