



The Cellardyke Trust Project Coordinator



Welcome

I am delighted in your interest in the Cellardyke Trust and our project, The Manx Beauty - Cellardyke and Beyond.

The Manx Beauty was built by the East Fife Boatbuilding Company in Cellardyke in 1937 for the Isle of Man Government.

She was built as a ring netter to catch herring and has had a long and varied career, owned and operated from various ports across the British Isles. Now in a poor state of repair, the Manx Beauty was rescued by The Cellardyke Trust in 2019.

We now have an exciting opportunity for a creative, collaborative and highly organised Project Coordinator to help realise our ambitions to rebuild this historic vessel and improve lives and community in the process.

Our aim is to create opportunities in multiple communities for school pupils, isolated individuals and those needing support through this heritage skills project.

If you have the skills we are seeking and share our belief that the Manx Beauty can be a catalyst to help improve lives and community, then we would like to hear from you.

Richard Wemyss
Chair, The Cellardyke Trust

This post has been made possible with help from,
The National Lottery Heritage Fund.



Our Story

The Manx Beauty was built by the East Fife Boatbuilding Company in Cellardyke in 1937 for the Isle of Man Government and registered for fishing at Peel as PL35.

She has fished for crab and lobster from Tobermorry, trawled for whitefish from Skibereen, Padstow, Birkenhead and North Wales.

Along with her sisterships, in WW2, the Manx Fairy, Manx Lad and Manx lass she was requisitioned by the Royal Navy and carried on Port Inspection out of Workington.

She was unique in having a female crew member and share owner in the 1970s. She was rescued by the Cellardyke Trust in 2019.



The Manx Beauty is in a poor state of repair and the practical aspect of the project is to rebuild this historic vessel to the highest standard over a four-year period. The emphasis is on heritage skills and supporting young people and isolated individuals in the East Neuk of Fife to learn and gain confidence through the rebuilding of the vessel.

We are currently in the Development Phase, funded by The National Lottery Heritage Fund. If successful with our final Heritage Fund bid, the project will run for four years from July 2026. Alongside the further opportunity for the Project Co-ordinator we will be employing a Boatbuilder, Apprentice, Volunteer Support Worker and Part Time Administrative Officer.

When the project is complete the vessel must be rebuilt to Marine Coastguard Agency Standards to be able to operate taking paying passengers and various training expeditions to run financially independently.



Purpose of the role

The Project Coordinator position has been created to support the Trustees of The Cellardyke Trust in the preparation of the project Manx Beauty – Cellardyke and Beyond.

The priorities of the Manx Beauty Project are to create multiple opportunities for volunteers to engage in practical boat rebuilding, restoration and recycling and be the focus for training opportunities for young people and volunteers alike.

Alongside students from the local high school in Anstruther, the Waid Academy, the target volunteers are those isolated through social, economic or health issues. We will create a supportive environment for certificated training opportunities. There will also be additional openings for volunteers to engage in related arts and cultural heritage projects.

This is a fixed term, 1 year post, to prepare the application to the National Lottery Heritage Fund for the Delivery Phase.

If the Heritage Fund application is successful there will be a fixed term post of a further four years created to manage the project.



Job Description

Job Title:	Project Coordinator, Manx Beauty Project
Reports to:	Chair of Trustees, Cellardyke Trust
Location:	Hybrid - Anstruther/Cellardyke, East Neuk of Fife
Contract:	Fixed Term, 1 year
Hours:	Flexible, 36 hours per week / pro rated hours considered
Salary:	£40,000 per annum

The Project Coordinator will work with established and new partners to ensure that all preparations for the Delivery Phase are complete.

Core Responsibilities

- Prepare the Delivery Phase application for the Heritage Fund.
- Ensure all policies and procedures are in place for current stage and for the Delivery Phase.
- Manage budgets and resources, including maximising the use of donations and pledges.
- Work with partners to develop training courses to the point they are ready for delivery should the Heritage Fund application be successful.
- Monitor and audit the project ensuring best practice and standards at all times.
- Seek additional funding for the project from charitable trusts and foundations, or other funding sources.



- Carry out pre volunteering check and risk assessments, ensuring that all volunteer support staff and volunteers have the appropriate Disclosures and policy training.
- Maintain records to Trust and Heritage Fund's standards.
- Attend Trustee meetings providing regular reports following the Heritage Fund's guidelines and procedures.
- Work across various sectors and develop links with other agencies
- Prepare exit strategy for the Project should the application to the Heritage Fund be unsuccessful.

Person Specification

- Proven track record of successful project management, delivering projects within budgets and timescales
- Excellent people skills, with experience of managing volunteers and the capacity to motivate and inspire others
- Responsibility for health and safety policies and procedures
- Track record of successful relationship and partnership building
- Fundraising experience highly desirable
- In depth knowledge of Word, Excel, PowerPoint and social media
- Excellent communication skills including networking and presentation
- Self-motivated and creative



- Negotiating, influencing and problem solving skills
- The ability to deal with information in a confidential and responsible manner, with a flexible and non-judgmental approach
- Commitment to equity, diversity and inclusion
- Excellent organisation, multitasking and time management skills
- Passion for community and heritage
- Passion for helping others to achieve and grow
- Flexible, adaptable and responsive
- Ability to take critical decisions under pressure
- Willing to work flexible and/or unsociable hours, as and when required
- Creative and well organised team player
- Experience of Heritage Lottery projects, Youth and Community work and/or Maritime Heritage are highly desirable
- Education to degree level or equivalent is desirable
- Teaching, Train the Trainer or Project Management qualifications are desirable
- A full drivers licence and access to transport is highly desirable



Application process

A CV setting out your career history, with key responsibilities and achievements, tailored to information contained in this pack.

A cover letter (no longer than two pages) explaining:

- Your motivation for applying for this role.
- How you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the information included in this pack.

In addition, to be considered for the role, you will be asked to complete a Diversity Monitoring Form.

Your completed application should be emailed to secretary@cellardyketrust.org.

Should you encounter any issues with your application, have any issues with the timetable or require any reasonable adjustment please contact secretary@cellardyketrust.org.

The Panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the pack.

The Cellardyke Trust is committed to the principles of equity, diversity and inclusion. We welcome applications from all backgrounds.

You can find out more about the Manx Beauty Project and the Cellardyke Trust at:
www.cellardyketrust.org

TIMETABLE

Closing date:
2 December, 12.00

Interviews:
Week commencing
13 & 20 January

Shortlisted candidates will be advised of the outcome as soon as possible.

Please note that two references will be undertaken on shortlisted candidates.

We will require the names, positions, organisations and contact details for two referees; one should be your current or most recent employer.

We will not contact referees without your permission.





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