



## Job Description

### Project and Operations Manager, Pepys House

**Location:** Pepys House, Brampton, Huntingdonshire / Hybrid

**Salary:** £42,000–£45,000 pro rata (2 days/week; £20,000 actual)

**Contract Type:** Fixed-term, 12 months (Aug 2025–Aug 2026)

**Reports to:** Chair of Trustees, Pepys House Charity

**Funded by:** National Lottery Heritage Fund

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## About the Role

The Pepys House Charity is seeking a dynamic and highly organised **Project and Operations Manager** to lead the delivery of a 12-month NLHF Resilience Project: “*Samuel Pepys House: Home of an English Chronicler*.” This is the first professional post at Pepys House — the only surviving property owned and occupied by the 17<sup>th</sup> century diarist Samuel Pepys. This is a unique opportunity to shape the strategic future of a rare Grade I listed heritage site and to help realise its vision as a resilient, inclusive, and sustainable heritage destination.

As the Charity’s first professional staff member, you will be central to coordinating planning, activity delivery, community consultation, strategic governance, and future sustainability. This role is both operational and strategic, requiring initiative, diplomacy, and a deep commitment to inclusive heritage engagement. You will work closely with the Charity’s Chairman and Trustees, as well as key stakeholders from the Samuel Pepys Club, a membership organisation promoting the life and times of Samuel Pepys, and original owners of the building. The Club has a wide and diverse membership with deep knowledge about Samuel Pepys which will inform both the pilot programme of events and the sustainable vision for the future of Pepys House.

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## Key Responsibilities

### Project Management and Delivery

- Lead the delivery of the NLHF project plan, ensuring milestones and outcomes are met.
- Commission, brief and manage external consultants, including business planners, architects, fundraisers, and evaluation professionals.
- Oversee the production of key strategic documents including the Business Plan, Fundraising Strategy, Governance Review, Audience Development Strategy, Net Zero Action Plan, and Assessment of Significance.
- Commission and oversee architectural work to RIBA Stage 1.

- Recruit and manage the Heritage & Community Engagement Officer to deliver pilot programme and public engagement activity.
- Deliver a training session for Trustees, team and volunteers: *“How to Develop an NLHF Project.”*

### **Financial and Grant Administration**

- Manage the project budget and cashflow in line with NLHF and Charity financial protocols.
- Ensure accurate and timely submission of grant claims, progress reports, and evaluation documents to the NLHF.
- Maintain records and prepare reports for Trustees and funders.

### **Governance and Strategic Development**

- Support the Charity through a Governance Review, including recruitment of new Trustees and a skills audit.
- Explore organisational models and partnership options, including collaboration with the Cromwell Museum.
- Contribute to the long-term strategy for the property’s use and business model.

### **Public Engagement Programme**

- Oversee delivery of a pilot programme of heritage-led events including:
  - Family-friendly storytelling
  - Winter Fayre and seasonal activities
  - Craft workshops and early music events
  - Guided monthly house tours
- Manage and support Heritage & Community Engagement Officer to deliver the pilot programme with volunteers.
- Support volunteer recruitment, training, and coordination in collaboration with the Heritage & Community Engagement Officer.

### **Stakeholder Engagement and Communication**

- Represent the Charity and the project at meetings with stakeholders, partners, funders, and the wider community.
- Build and maintain strong relationships with local stakeholders including the Parish Council, Cromwell Museum, Brampton Community Hub, local schools and heritage networks.
- Promote the house and its activities via new digital platforms in coordination with the Charity representatives.

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## Person Specification

### Essential

- Proven experience in project management within the heritage, arts, or charity sector.
- Experience of delivering National Lottery Heritage Fund (or similar) projects.
- Strong budget and financial management skills.
- Excellent organisational, communication, and interpersonal skills.
- Experience managing consultants and/or multi-disciplinary teams.
- Understanding of governance in small charities and voluntary organisations.
- Commitment to inclusive practice and community engagement.

### Desirable

- Passion for Samuel Pepys and 17<sup>th</sup> century heritage
- Knowledge of historic building conservation and working with listed properties.
- Familiarity with heritage-based educational and public engagement initiatives.
- Experience in organisational development or capacity-building roles.
- Experience working with volunteer-led organisations.

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## Terms and Conditions

- **Working Hours:** 2 days/week, flexible working permitted.
- **Contract:** Fixed term (12 months), starting September 2025.
- **Holidays:** Pro rata equivalent of 25 days per year plus Bank Holidays.
- **Location:** Hybrid working model — a mix of remote working and on-site presence at Pepys House (estimated 1-day per week).
- **Pension:** Employer pension contributions in line with statutory requirements.
- **Travel:** Reasonable travel expenses reimbursed as per charity policy.

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## How to Apply

Applications should include:

- A CV (max 2 pages)
- A covering letter outlining your suitability and motivation for the role (max 2 pages)

**Deadline: Sunday 13 July 2025, 12 midnight BST**

Please send applications by email to: [pepyshouse1633@gmail.com](mailto:pepyshouse1633@gmail.com)

**Interviews:** Tuesday 22 or Thursday 24 July 2025

Interviews will take place in-person in Huntingdon or online where this is not possible.

We welcome applications from people with diverse backgrounds. We strive to promote an inclusive environment, which celebrates and promotes diversity. For any queries regarding eligibility or the job specification please contact [pepyshouse1633@gmail.com](mailto:pepyshouse1633@gmail.com) and we will get back to you as soon as possible.

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## **Background**

### **The Charity**

The Pepys House Charity was founded in 1971 with the purpose of maintaining the property and keeping it open to the public. Registered charity no. 262261.

### **Samuel Pepys Club**

The Samuel Pepys Club is a members club founded in 1903 which exists to honour to the memory of Samuel Pepys. The Club holds a series of events every year to remember, celebrate and promote scholarship around Samuel Pepys, his life and times. There is a formal Dinner and a Commemoration Service at St Olave's ('Pepys own church'), as well as an annual Lecture given by a distinguished guest speaker, as well as a variety of talks, excursions and lunches.

### **The Pepys House Project**

Pepys House is the only surviving building owned and occupied by the 17<sup>th</sup> century chronicler, Samuel Pepys. Owned today by the Pepys House Trust, the intention is to open the house as a place for exploring the life and times of Samuel Pepys. There is no other extant site or museum dedicated to this important British figure. There is also no other museum, other than the Cromwell Museums, dedicated to the 17<sup>th</sup> century. The house is currently open to the public by appointment only but the long term goal is to open the house to the public on a more regular basis, with the following objectives:

- Build public interest and local engagement with the property and its history
- Offer public access to the house and increase local engagement, especially with schools
- Develop the building as a visitable heritage attraction with a programme of annual events
- Create a base for Pepysian activities aimed at children and young people, schools, general visitors, Pepys enthusiasts, as well as scholars and academics
- Develop the partnerships and business model to make this sustainable for the future

As part of the NLHF project, the Trust will consider the future of the house and its setting through strategic planning, and explore partnerships or even a merger, with the Cromwell Museum in nearby Huntingdon. The project also seeks to understand local interests and needs through audience development work, building relationships with the local community and key stakeholders, and testing a pilot programme of activities. The project will improve the management of the building and strengthen the capacity and resilience of the charity. The overall aim is to establish an inclusive and sustainable future for this historically significant building and demonstrate its value at the heart of the community.