



Heritage Centre Project Officer

Grade SCP 26-28 | Salary £37,280 – £39,152 (2025/26 rates)

Hours: 37 hours per week (Fixed Term until 31 March 2027)

Barry Town Council is seeking to appoint an experienced and highly motivated Heritage Centre Project Officer to lead the development and delivery of a proposed new Heritage Centre for Barry. This is a key professional role, working closely with elected Members, officers, partners and the local community to ensure the successful planning, governance and implementation of a flagship cultural project that will celebrate Barry's heritage and contribute to the town's long-term social, cultural and economic wellbeing.

The postholder will act as the Council's lead professional advisor on all matters relating to the Heritage Centre project, providing robust reports, guidance and recommendations to Council, Committees and Working Parties. You will be responsible for progressing the project in line with an agreed project plan, meeting milestones and deadlines, leading the development of a comprehensive business plan, and overseeing key elements including fundraising and grant applications, property and fit-out project management, and preparation for operational delivery. The role requires strong engagement with partners such as the Vale of Glamorgan Council, local boards and external organisations, as well as effective consultation and communication with the community.

Applicants will have a degree or equivalent qualification in a relevant heritage or cultural discipline and demonstrable experience of managing heritage, museum or cultural development projects from concept through to delivery. You will bring strong project and financial management skills, experience of working within local authority governance frameworks, and the ability to commission and manage consultants and contractors. Excellent written and verbal communication skills are essential, alongside a commitment to public service values, equality and diversity, and the promotion of Welsh culture and language in line with statutory requirements.

This role requires flexibility, professionalism and a proactive approach, including attendance at evening meetings and events where required. In return, Barry Town Council offers the opportunity to play a pivotal role in shaping a major heritage initiative that will deliver lasting benefits for the town and its communities.

To view the job description and download an application form, please visit <https://www.barrytowncouncil.gov.uk/current-vacancies/>

Please send completed application forms to info@barrytowncouncil.gov.uk before the closing date. CVs will not be accepted.

Closing Date: Friday 30 January 2026 at 4pm

Interviews: Week Commencing 9 February 2026