



- JOB TITLE:** Lockerbie Memorial Church Museum Project Development Manager
- LOCATION:** Mainly on site in Lockerbie and with flexible remote working by agreement.
- CONTRACT:** Part-time freelance contract for 18-24 months (Min. 30 hr/week)
- REMUNERATION:** Applicants are invited to quote a day rate.

ROLE SUMMARY

The Lockerbie Memorial Church Museum and the Pan Am 103 Lockerbie Legacy Foundation charities (LMCM/PA103LL) are seeking an experienced and highly organised Project Development Manager to lead and oversee the rehabilitation and development of the former Dryfesdale church building and Sessions House into the Lockerbie Memorial Church Museum.

This museum project will be developed, with the utmost sensitivity and a commitment to social responsibility, to educate visitors about Lockerbie's rich heritage and history spanning over 6,000 years; to memorialise and educate about the deadliest terrorist attack in UK history, which occurred in Lockerbie; to serve as a self-sustaining reverential place of pilgrimage and commemorative community event space welcoming to both locals and visitors.

Acting as the lead and main point of contact for the museum project, the LMCM Project Development Manager will be central to the project's success and will prepare and execute four plans for:

Phase 1. Restoration and maintenance of the buildings.

Phase 2. Remodelling of the church building into a historical heritage museum, memorial educational centre, and community space.

Phase 3. Fitting out of all spaces and exhibition designs for the new museum and office/shop space in the street front building.

Phase 4. Create a feasibility plan for the long-term economic viability and sustainability of the project.

The Project Development Manager will report directly to the LMCM/PA103LL CEO, Victoria Cummock, and will coordinate with the UK Lockerbie Director (UKLD) on various parts of the project and work collaboratively with the UK Community Engagement and Development Manager (UKCEDM) to identify funding opportunities, as assigned by the CEO.

The Project Development Manager will also work with other LMCM/PA103LL team members and stakeholders as needed to realise the vision of transforming the historic and iconic Dryfesdale church building into the Lockerbie Memorial Church Museum.

The role will focus on structuring project sequencing, procurement, co-ordinating contracts, and budget management. The Project Development Manager will also deliver on key outputs such as a business plan for the development of, future operation, and management of the museum.

The role requires someone with emotional intelligence, who is highly organised with excellent attention to detail, is skilled in project management and development, understands risk management and mitigation, has experience in budget and financial management, and can work strategically and operationally. Knowledge of grant funding and experience of heritage, cultural or community-led tourism projects would be beneficial. Familiarity with Scottish Local Authority planning and building regulations would also be highly desirable.



BACKGROUND

In May 2025, a group of community minded Lockerbie locals joined the Founder & CEO of the Pan Am 103 Lockerbie Legacy Foundation to rescue and acquire the Dryfesdale Church building and Sessions House building, one of Lockerbie's most revered sites. Their ambitious plans were to restore the historic Grade-B listed building to its former glory whilst upgrading and sensitively creating a place to educate about the tragic attack that occurred in Lockerbie on 21 December 1988 and commemorate the 270 victims.

A prospectus outlining plans for the creation of Lockerbie Memorial Church Museum can be found at: https://manage.pa103ll.org/sites/default/files/2025-07/20250728_pa103llf_lockerbie-memorial-church-museum-plan_lr.pdf

Further details about Pan Am 103 Lockerbie Legacy Foundation can be found at: <https://www.pa103ll.org/>

KEY RESPONSIBILITIES

Project Management and Delivery

- Lead on all aspects of project development and management, ensuring timely and structured project delivery, on time and within budget.
- Track and report progress against milestones and monitor all project activities.
- Oversee procurement processes and contract management, ensuring compliance with funding and regulatory requirements.
- Identify and mitigate project risks, ensuring challenges are managed proactively, to ensure project success.
- Work closely with Trustees and executive team colleagues to define the future visitor experience and operational management arrangements for the Museum.
- Develop a comprehensive and robust business plan to inform the long-term sustainability, future operation and management of the Museum.

Financial Management and Reporting

- Monitor and manage project budgets and undertake detailed financial reporting, tracking all costs to ensure efficient use of resources and the project is delivered within budget.
- Maintain accurate and auditable financial records, meeting the requirements of any external funding conditions of grant.
- Work collaboratively with Trustees, the UKLD, and the UKCEDM to identify funding opportunities and secure investments.

Stakeholder and Community Engagement

- Facilitate regular updates and feedback sessions to keep stakeholders informed and engaged with the project.
- Work collaboratively with the UKLD and the UKCEDM and Project Team to build and maintain strong relationships with all project stakeholders, community representatives, contractors, consultants and advisors, to ensure the successful development and delivery of the project.
- Liaise with consultants and contractors to ensure all work is delivered on time, within budget and in compliance with regulatory requirements.
- Work collaboratively with the UKCEDM and Project Team to develop and deliver a marketing and communications plan to raise awareness and promote the project.

This list of key responsibilities is not intended to be exhaustive.



PERSON SPECIFICATION

Essential

- A demonstrable track record and proven experience in project management, ideally in the delivery of capital, construction or heritage projects.
- Ability to adopt a structured approach to leading, planning and delivering projects from inception to completion, ensuring due diligence and good governance.
- Experience of managing procurement, commissioning and contracting processes.
- Strong leadership skills and management experience of both financial and human resources.
- Excellent organisational and problem-solving skills, with the ability to prioritise tasks, manage competing demands and resolve problems quickly, efficiently and collaboratively.
- Highly developed communication, listening and inter-personal skills, with the ability to work with and influence a diverse range of stakeholders.
- IT literacy and digital skills, familiarity with commonly used software packages and the ability to work on a computer or tablet onsite and remotely.
- Access to personal transportation and a clean driving licence.
- Work on location in Lockerbie and connect remotely with Miami based PA103LL headquarters. Must occasionally work on Eastern Standard Time.

Desirable

- Educated to degree level in a relevant subject.
- Familiar with Scottish Local Authority planning and building regulations and experience of liaising with planning officials.
- Knowledge of heritage, cultural or community-led tourism projects.
- Experience of community engagement.
- Knowledge of fundraising strategies and experience of securing grant funding.
- Living in close proximity and local knowledge of the area.

Personal Attributes

- Emotional intelligence and self-awareness.
- Self-motivated, adaptable and resilient, with a strong sense of accountability.
- Collaborative and inclusive approach to work.
- Attention to detail.

MANAGEMENT ARRANGEMENTS

This role will report directly to the LMCM/PA103LL CEO and will work collaboratively with team members, consultants, and stakeholders as needed to achieve the project goals.

EQUALITY STATEMENT

LMCM and PA103LL welcome applications and value contributions from individuals of all backgrounds. We are committed to Fair Work practices.

RIGHT TO WORK IN THE UK

Applicants must be able to evidence their right to work in the UK.