



NORTH CRAVEN
BUILDING
PRESERVATION
TRUST

North Craven Building Preservation Trust & Museum of North Craven Life

Role Description: Architectural Illustrator

Contract Type: Freelance

Delivery Date: No later than 31 August 2026

Closing Date for Applications: 9am Friday 1st May

Contract Terms

Fixed fee: £3,600 (maximum budgeted amount).

Role purpose

The purpose of this role is to develop and deliver artist's impressions / visualisations of planned developments to NCBPT properties to provide a suite of images suitable for advocacy within the community and to support applications for funding to trusts and foundations.

The assignment is part of an NLHF-funded project to improve the resilience of the North Craven Building Preservation Trust (NCBPT) by undertaking consultation with local communities to inform the Trust's 10-year strategy, upgrading the Trust's IT systems and installing interpretation signage to link our three historic properties in Settle, North Yorkshire.

Funding source

This project is supported by the National Lottery Heritage Fund. All work produced must support both NCBPT and the NLHF's objectives. All work should be shared with partners as directed by NCBPT. The consultant is expected to comply with any NLHF funder acknowledgement requirements.



PROJECT BRIEF

Role

Illustrator (Visualisations)

Reporting to: Dr Caitlin Greenwood, Heritage Development Officer, NCBPT

Project background and aims

Settle is a small market town serving an area in which local communities experience rural isolation and where cultural participation is low. NCBPT owns and manages three historic properties: The Folly (Grade I, built in 1679), Dr Buck's House (Grade II, built 1787) and the former Zion Congregational Chapel and Hall (Grade II, built 1816). The Folly is also home to the accredited Museum of North Craven Life.

The North Craven Building Preservation Trust is based at The Folly and is the community hub for built and cultural heritage in the rural district of North Craven. It currently has building restoration projects at different stages of development at each of its three properties.

- The Folly is undergoing a complete renovation (reroofing, repointing and internal repairs) that will be completed in early 2027; a pilot scheme for community co-curation of the design and content of new museum displays has begun.
- Dr Buck's House is in the initial development phase, with community consultation planned for autumn 2026 and preliminary surveys to be commissioned. CAD drawings of the exterior are available, along with architect's plans for a new gallery and retail space on the ground floor with three accommodation units above.
- Funding has just been received to enable pre-development work to begin at Zion, including an environmental needs assessment, preparatory to bids for development funding to develop plans to RIBA Stage 4. NCBPT plans to convert the Zion Hall into purpose-designed archival storage, office and search space, and to repurpose the Zion Chapel as a multi-functional educational, gallery and performance space, retaining its historic interior. A viability study and public consultation has been completed and measured CAD drawings are available.

Role purpose

We are seeking professional advice from an appropriately experienced architectural illustrator/graphic designer to produce a suite of visualisation (exterior and interior) that illustrate key features of planned developments at The Folly (including new displays at the Museum of North Craven Life), Dr Buck's House and Zion. These will provide the Trust with visual assets that will help explain to the local community and to potential funders our ambitions for each of these heritage properties and the architectural features of interest.

Intended Usage: For inclusion in, for example, a fundraising prospectus outlining the plans for each building, on posters as part of a community consultation event, in project pages on NCBPT's websites, and in applications to funding bodies and for listed building consent. One image of each property should be suitable for inclusion on a new stewardship panel at each

site and should therefore have a coherent design that links the buildings and helps to reinforce the Trust's brand identity.

Audiences:

- a) The general public with an interest in understanding the Trust's buildings and their architecture, but with no specialist architectural background or knowledge.
- b) Funding bodies and planning departments

Expected outputs

- Three to five visualisations for each of the three properties (the exact number and subject matter to be agreed in discussion with the practitioner following a site visit).
- Images delivered in high-resolution electronic formats suitable for the uses described (print and electronic media).

Available assets

- High resolution photographs (all properties)
- Floor plans, elevations, sections, and site plans (all properties)
- Measured CAD survey (Zion only)

Person specification	Essential/Desirable
Demonstrable experience of similar projects	E
Experience of creating architectural visualisations for a variety of uses	E
Excellent communicator, willing to provide guidance to ensure that project aims are achieved	E
Excellent interpersonal skills	E
Able to work alone/remotely and as part of a team	E
Previous experience working with museums and/or heritage sites	D

Hours of work

You will be responsible for managing your own time, and will not need to submit your hours to us. We suggest 10 days to reflect our need for support, but you will be free to work flexible hours to suit you and your other commitments. We expect you to make at least one site visit to meet the team and to see the properties, but we anticipate that you will mainly work from home.

You must be registered (or willing to register) as self-employed and be responsible for your own tax status and National Insurance contributions. More information about registering as self-employed can be found [here](#).

To Apply

Please provide a brief CV and a portfolio of your work with a covering letter addressing the role purpose and outputs, setting out your relevant experience, and describing how you meet the person specification. Please also tell us how you envisage using your time throughout the contract period, with your day rates, if applicable. Please provide the names of two referees that NCBPT may contact. Please include the names of two referees. Send this information by email to Dr Caitlin Greenwood hdo@ncbpt.org.uk by 9am on 1st May 2026.

North Craven Building Preservation Trust

FURTHER PARTICULARS

Equal Opportunities

NCBPT is committed to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. No applicant for an appointment, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age. If any employee or volunteer considers that he or she is suffering from unequal treatment on any of the above grounds, he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

Information if you have a Disability

NCBPT's recruitment and selection procedures follow best practice and the requirements of the Equality Act. Fair selection for employment (including freelance work) is based on the ability or potential ability of an applicant to carry out the duties of the post and decisions on appointments are based on the merit and suitability of the candidate. If you have a disability you are invited to request any special arrangements you may require for interview, or adjustments you may anticipate would be needed in your working arrangements, at the point of application. However, NCBPT recognises that you may prefer to forward this information if and when you are called for interview and you may do so at that stage without prejudice, if you prefer. Please note that The Folly is a Grade I listed building and that there is no lift access to the upper floors.