

Role: Digital Asset Management System - Project Manager	Department: Audiences & Support
Reports to: Content Manager	Pay Grade: Grade 5 - £35,800 pro-rata, per annum
Location: 50 South Gyle Crescent, Edinburgh EH12 9LD/Hybrid.	Type of Contract: Full-Time, 40 Hours Per Week. Fixed-Term 6 Month Contract.
COST CENTRE (e.g.: 3CUZ): 2301	ACTIVITY CODE (e.g.: VSZ): CT2

JOB PURPOSE

As Scotland's leading conservation charity, the National Trust for Scotland cares for, shares and speaks up for Scotland's heritage. Since 1931, we're pioneered public access to and shared ownership of some of the most magnificent buildings, collections and landscapes in Scotland. We care for ancient houses, battlefields, castles, mills, gardens, coastlines, islands and mountain ranges, as well as the plants, animals and birds that live there.

To share these special places, we hold approximately 50,000 image assets to promote and explain the purpose of the Trust. We are conscious that we do not have a robust digital asset management system to store and manage access rights to these images. These include images of:

- People
- Places – castles, gardens and landscapes
- Conservation in action
- Wildlife and nature
- Note: there is an existing database (Portfolio) which holds imagery of collections items (as undertaken in a previous digitisation project).

Currently, these assets are saved across a range of locations: SharePoint, locally on people's own machines, Flickr, on external hard drives. There are significant risks to the Trust having no coherent storage system:

- Misuse of imagery (contravening IP/copyright information) because we have no way of securely tagging and storing contracts/permissions forms alongside imagery
- Loss of assets (many are currently stored on external hard drives)
- Difficulty of sharing imagery both internally and externally
- Storage costs from duplication of images across personal machines

This immediately affects Content/Marketing, Communications and Fundraising within Audiences & Support. We currently do not have the resource or expertise within the Directorate to initiate this project so are looking for an external expert to develop a plan for how to transition to a DAMs.

The purpose of this role is to assess our current position, auditing our assets and putting in place a robust plan for an intuitive, well-governed asset management system in line with the work already done by the Collections team. We would like to use Portfolio, a system already in place in other areas across the Trust, but would like the successful applicant to assess the efficacy of Portfolio, and report on its benefits/issues/whether we can optimise

it to work for us, or whether an alternative package should be considered so we can make an informed decision. This will ensure a consistent approach to asset management is taken across the Trust.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Audit assets (video, imagery, illustrations) within the Directorate to gauge the scale of the requirements and clarify work required on copyright records.
- Assess the functionality of Portfolio for imagery, including a report on whether any development work is required to ensure it is suitable for the needs of the directorate.
- Build upon the work already done by the Collections Team to develop clear cataloguing standards for the DAMs to improve access and rights management and to ensure that a consistent approach is taken to asset management across the organisation
- Develop a plan for how to transition live imagery to Portfolio, and how to manage the transition of the image backlog.
- Design a plan for the implementation of workflows for good digital asset management including a review and disposal criteria policy and ongoing resource requirements.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- Strong track record in DAMs management and/or commercial digital image library management

Desirable

- Educated to a degree level in a relevant heritage or information technology subject

Experience

Essential

- Technically knowledgeable, technically experienced person
- Proven experience with Portfolio and other DAMs systems
- Thorough understanding of the cataloguing and meta data protocols for the retrieval and exploitation of digital assets
- Experience of planning and delivering a DAMs audit/approach project
- Ability to work independently
- Experienced and independent self-starter, with the knowledge and confidence to review existing systems
- Excellent knowledge of copyright and other legal compliance issues
- Experience of develop digital management workflows

Desirable

- Experience in a charity, heritage or cultural organisation.

DIMENSIONS AND SCOPE OF JOB

Scale

- Working with c50,000 digital assets (imagery, video, illustrations),
- Digital assets scattered across the organisation – whilst there is a central image bank, it's not comprehensive
- Accompanying rights information

People Management

- ♦ Whilst this post has no line management responsibilities, the successful candidate will have responsibility liaising with Portfolio client managers, the Collections Digital Asset Management team, and employees within Audiences and Support

Finance Management

- ♦ The post holder has no budgetary responsibility.

Tools / equipment / systems

- Extensis Portfolio
- Microsoft 365
- SharePoint Online, Teams and OneDrive

Example key performance indicators and targets

- ♦ Project delivery milestones.

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

HOW TO APPLY

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Friday 17th July 2026.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Digital Asses Management System Project Manager - NTS"