

## COMMISSIONS TEAM CONTACT LIST

Historic England

<b>Title</b>	<b>Head of Grants</b>	<b>Role Accountabilities:</b> -Day-to-day management of the Heritage Protection Commissions Programme -Appraisal of and advice on project documentation -Quality control of projects -Matters arising from existing projects -Advice on project planning & project documentation
<b>Name</b>	Kath Buxton	
<b>Phone Number</b>	07789 650227	
<b>Email:</b>	<a href="mailto:Kath.Buxton@HistoricEngland.org.uk">Kath.Buxton@HistoricEngland.org.uk</a>	
<b>Title</b>	<b>Grants Manager</b>	<b>Role Accountabilities:</b> -All financial and administrative casework -Financial matters (VAT, overheads etc.) -Contracts -Calls for Proposals
<b>Name</b>	Tim Cromack	
<b>Phone No.</b>	07500791438	
<b>Email:</b>	<a href="mailto:Tim.Cromack@HistoricEngland.org.uk">Tim.Cromack@HistoricEngland.org.uk</a>	
<b>Title</b>	<b>Tender Project Manager</b>	<b>Role Accountabilities:</b> -Competitive tenders -Project Briefs -Advice on project documentation
<b>Name</b>	Sheena Charrett	
<b>Phone No.</b>	07818 422119	
<b>Email:</b>	<a href="mailto:Sheena.Charrett@HistoricEngland.org.uk">Sheena.Charrett@HistoricEngland.org.uk</a>	
<b>Title</b>	<b>Commissions Project Officer</b>	<b>Role Accountabilities:</b> Contact for initial queries regarding proposals Administration of: -Project outlines, design & proposals -Managing the internal appraisal of proposals and project designs
<b>Name</b>	Gareth Watkins	
<b>Phone No.</b>	07825 844555	
<b>Email</b>	<a href="mailto:Gareth.Watkins@HistoricEngland.org.uk">Gareth.Watkins@HistoricEngland.org.uk</a>	
<b>Title</b>	<b>Commissions Project Officer - Progress</b>	<b>Role Accountabilities:</b> -Agreements -Stage Payments -Dissemination of Programme information
<b>Name</b>	Jennifer Knight	
<b>Phone No.</b>	07584 370 432	
<b>Email</b>	<a href="mailto:Jennifer.Knight@HistoricEngland.org.uk">Jennifer.Knight@HistoricEngland.org.uk</a>	

<b>Title</b>	<b>Commissions Project Officer</b>	<b>Role Accountabilities:</b> -Editorial, archive preparation, Storage (physical and digital) and Publication funding -Receives draft and final reports and manages the refereeing process -Contact for advice on the Research Report Series, digital and hard copy publishing
<b>Name</b>	Victoria Carter	
<b>Phone No.</b>	07795 127 519	
<b>Email</b>	<a href="mailto:Victoria.Carter@HistoricEngland.org.uk">Victoria.Carter@HistoricEngland.org.uk</a>	
<hr/>		
<b>Title</b>	<b>Commissions Project Coordinator</b>	<b>Role Accountabilities:</b> -Administrative, Casework and general team support -Organization of meetings -Maintenance of Commissions team databases -General Enquiries about Commissions and Programmes and the Heritage Protection Commissions Programme (HPCP)
<b>Name</b>	Katy Gregory	
<b>Phone No.</b>	07425 635765	
<b>Email</b>	<a href="mailto:Katy.Gregory@HistoricEngland.org.uk">Katy.Gregory@HistoricEngland.org.uk</a>	

If you require an alternative accessible version of this document (for instance in audio, Braille or large print) please contact our Customer Services Department:  
Telephone: 0370 333 0607  
E-mail: [customers@HistoricEngland.org.uk](mailto:customers@HistoricEngland.org.uk)