



## INTRODUCTION

Heritage Lincolnshire operates from the Humber to the Wash across the historical county of Lincolnshire. Our objectives are to advance the education of the public in all matters relating to Lincolnshire's rich and diverse heritage and to preserve and investigate that heritage for the benefit of local people and visitors to the County. We are engaged in these objectives at a time when recognition of the value of heritage is rising and in a county full of potential in terms of heritage led regeneration. Our vision is to ensure that: ***The special character and significance of Lincolnshire's heritage is understood, valued, conserved and celebrated for the benefit of local people, visitors and future generations.***

### **Heritage Skills and Youth Officer (FULL TIME, 2 Years Fixed Post, £27,000)**

This role will play a principal role in the development of Heritage Skills provision at Heritage Lincolnshire and developing a Youth Strategy for our work with Young People in Lincolnshire. This is an opportunity to shape heritage skills development in Lincolnshire for one of the organisations developing national policy with Historic England and partners through the Historic Environment Skills Forum.

Heritage Lincolnshire (HTL) is a local charity with over 30 years of experience in the sector. We work across the historic county of Lincolnshire to save heritage at risk, engage communities with their heritage, and promote best practice in the sector. HTL undertakes consultancy services across the East Midlands and our archaeological unit, APS, works nationally. As a small charity, HTL offers an exciting opportunity for early career professionals who would like to gain a wide range of experience and have a material impact on the organisation they work for.

HTL would support an applicant working towards their professional membership, with a wealth of opportunities in the day-to-day duties of this role to develop the skills required to demonstrate competency for membership.

## EMPLOYEE BENEFITS

Heritage Lincolnshire is a well-regarded and established charity employing over 40 members of staff, over 250 volunteers and working in partnership with a wide range of organisations. As a small team with a huge number of skills, experience and enthusiasm, we work collaboratively to deliver a wide range of projects, services and activities.

Benefits include:

- Pension scheme including an employer's contribution of 5% of gross annual salary
- 30 days holiday per year inclusive of bank holidays (increasing to 32 days after 2 years' service)
- Flexible working hours with time off in lieu for any additional hours worked
- Mileage and expenses payments
- Childcare voucher scheme
- Continued Professional Development
- IHBC or other professional membership annual subscription paid by the charity.

## JOB DESCRIPTION

Job title: Heritage Skills and Youth Officer  
Location: The Old School, Heckington  
Responsible to: Project Manager  
Responsible for: n/a

## JOB SUMMARY

To support the Heritage Team in the development and delivery of heritage skills provision and work with young people

## KEY RESPONSIBILITIES

- Deliver heritage skills training activities with Partners such as Boston College, English Heritage and heritage contractors
- By organising training activities independently and in collaboration with other organisations to address existing and future demands
- By engaging with communities through providing training opportunities in heritage skills and related educational programmes
- To engage Young People in the work of Heritage Lincolnshire
- To develop a Heritage Skills Strategy and Youth Strategy for Heritage Lincolnshire with the Learning Manager
- To follow and comply with all policies and procedures of HTL which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
- To uphold the working values and expectations of HTL both in the office and when representing the organisation externally.
- To carry out other duties by contributing to our diverse range of project work relevant to your post, as reasonably required by your line manager.
- Use of own vehicle for company business on a regular basis is essential to this role, as locations are often not reachable via public transport

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Education/Training/Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent in a relevant subject such Heritage Management or Education</li><li>• Entry level membership of a relevant professional or specialist body e.g. IHBC or CIfA</li></ul>	<ul style="list-style-type: none"><li>• A post graduate diploma or master's degree in Heritage Management or Education.</li><li>• Full membership of a relevant professional or specialist body e.g. IHBC or CIfA</li></ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• 3 years work experience in a heritage or education setting, or directly applicable experience.</li> <li>• Working knowledge of heritage skills challenges or youth work</li> <li>• Sound working knowledge of history.</li> <li>• Sound working knowledge of heritage issues.</li> <li>• Computer literate in the use of word processing, mapping, spread sheets, and digital imaging.</li> <li>• Experience of managing a complex workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of heritage skills</li> <li>• Understanding of the principles of heritage-led regeneration</li> <li>• Experience and/or a working knowledge of key heritage funders.</li> </ul>
<p><b>Competencies</b></p>	<ul style="list-style-type: none"> <li>• An ability to work independently, showing initiative and flexibility.</li> <li>• Excellent organisational skills</li> <li>• Good written and oral communication skills, with tact and clarity.</li> <li>• The ability to offer a creative approach to identifying and solving issues.</li> <li>• Valid driving licence and access to a car.</li> <li>• Ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to engage with a range of clients, funding partners and supporters.</li> <li>• Aptitude for working with volunteers and making use of their skills and experience.</li> </ul>
<p><b>Values and attitudes</b></p>	<ul style="list-style-type: none"> <li>• Flexible according to the needs of the business</li> </ul>	

	<ul style="list-style-type: none"><li>• Smart appearance</li><li>• Confidence</li><li>• Enthusiastic</li></ul>	
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