



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.***

Joining us means becoming part of a dedicated team with over 30 years' experience in the sector. This role offers excellent opportunity for professional growth, mentorship and the chance to make a lasting impact on Lincolnshire's heritage.

Heritage Trainee (FULL TIME, 2 Year Fixed, £21,000 - £24,000 dependent on experience)

This role will primarily support the Heritage Team in the delivery of heritage projects and supporting our Historic Environment Officer, as well as supporting the wider team on grant funded projects, action on Heritage at Risk, and heritage consultancy as required. Based in Heritage Lincolnshire's Heckington office, the appointed trainee will work across Lincolnshire and the wider East Midlands as needed.

This is a great opportunity for someone starting a career in the sector to develop their knowledge and skills in heritage management within a leading charity that delivers a variety of heritage projects. Trainees will undertake at least 6 months of training with Heritage Lincolnshire including induction training so they can work safely on site and understand the wider heritage sector. You will train alongside experienced heritage professionals on active sites, gaining insight into all aspects of site work from research and community engagement to budgeting and project management. This includes learning about the protection of national designations within the planning system and sustainable approaches to restoring heritage at risk properties.

Heritage Lincolnshire (HTL) is a local charity with nearly 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 more widely, and our archaeological unit, APS, works nationally. As a charity, HTL offers an exciting opportunity for early career professionals to gain a wide range of experience and have a significant impact on the organisation they work for.

HTL supports applicants working towards professional membership, offering numerous opportunities within daily duties to develop the skills required for professional competency.

EMPLOYEE BENEFITS

Heritage Lincolnshire is a well-regarded and established charity, employing over 40 staff members, over 100 volunteers and working in partnership with a wide range of organisations. As a small team with a wealth 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
- 28 days holiday per year inclusive of bank holidays (increasing to 30 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
- Career advancement opportunities and pathways to higher positions in the charity.

JOB DESCRIPTION

Job title: Heritage Trainee
Location: The Old School, Heckington
Responsible to: Project Manager
Responsible for: n/a

JOB SUMMARY

To support the Heritage Team in the delivery of heritage projects and provision of conservation advice to local planning authorities and a diverse range of built heritage project work.

KEY RESPONSIBILITIES

- Support the Heritage Team in the delivering heritage projects from Heritage Strategies to Activity Plans
- Assist in the delivering Heritage at Risk and Heritage-led regeneration schemes
- Provide support to Historic Environment Project Officers in giving verbal and written advice for listed building consent, planning permission applications, or enforcement actions considering the impact on built heritage, its setting, and conservation areas
- Attend meetings, virtually or on-site to provide conservation advice on behalf of at least one local planning authority.
- Contribute to conservation area appraisals, design guidance, conservation management plans, and other heritage statements.
- Work with community groups, local authorities, and private owners of Heritage at Risk, offering advice and guidance as required.

- Follow and comply with all HTL policies and procedures, including Health and Safety procedures, ensuring personal and others safety
- Support volunteers working with the Trust in the office and on project delivery
- Uphold the values and expectations of HTL in the office and externally.
- Carry out other duties relevant to your post as reasonably required by your line manager.
- Use of own vehicle for company business is desirable

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
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| Education/Training/Qualifications | <ul style="list-style-type: none"> • Educated to A-level or equivalent, ideally in a relevant subject • Educated to GCSE or equivalent in Maths and English | <ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant subject (e.g. Planning, History, Conservation of the Historic Environment, Architecture, Archaeology or related fields) • Entry level membership of a relevant professional or specialist body (e.g. IHBC or RTP1) with an expectation of working towards full membership. |
| Experience | <ul style="list-style-type: none"> • Sound knowledge of history / heritage issues. • Computer literate in word processing, mapping, spread sheets, and digital imaging. | <ul style="list-style-type: none"> • Understanding of Heritage Management • planning and listed building legislation, policy and procedures. • Experience managing a complex workload, working in local authority / planning advice service and/or a working knowledge of key heritage funders. |
| Competencies | <ul style="list-style-type: none"> • Ability to work independently, showing initiative and flexibility. • Excellent organisational skills • Good written and oral communication skills with tact and clarity. | <ul style="list-style-type: none"> • Creative problem-solving skills. • Ability to engage with a range of clients and partners • Experience working with volunteers and utilising their skills and experience. |

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| | <ul style="list-style-type: none"> • Ability to work as part of a team. | <ul style="list-style-type: none"> • Valid driving licence and access to a car. |
| Values and attitudes | <ul style="list-style-type: none"> • Flexible according to the needs of the business • Smart appearance, confidence, enthusiastic, committed to equal opportunities | |