

**Job Description & Person Specification**

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| **Post Title** | Heritage Activities Officer | | | | |
| **JE Reference** | W1064 | **Grade** | E+ | **SCP Range** | 20-22 |

**Reporting line:**

Cultural Development & Programmes Manager

Heritage Activities Officer

N/A

# **Job Purpose:**

# As a key member of the Kirkleatham Estate staff; promoting an understanding of the Estate and leading indoor and outdoor activities; building public awareness, community capacity and participation. Primarily focussing on developing and delivering activities in the walled garden, but also supporting a vibrant and joined-up events programme across the Estate.

# **Relationships:**

**Accountable to:** Cultural Development & Programmes Manager

**Accountable for:** Apprentices, trainees, volunteers and other event attendees as required.

**General Contacts:** To work alongside walled garden and Council staff, Elected Members, representatives from other partner organisations, local residents and the general public.

# **Key duties and responsibilities:**

1. To plan and coordinate an annual programme of heritage and cultural-based events through the further development and implementation of the Walled Garden Activities Plan and co-ordinate these activities with other cultural and heritage-based events on the Kirkleatham Estate (Kirkleatham Walled Garden, Kirkleatham Museum, Stableblock and other heritage sites), that may be organised both by the Council and by external promoters.
2. To work with local community groups, volunteers and schools developing local capacity and engaging them in accordance with the walled garden operator’s, Council’s and funders’ priorities.
3. To develop close working relationships with Council departments, partner organisations and third sector organisations to co-ordinate and improve local engagement and heritage understanding.
4. To help develop apprenticeship and trainee programmes that provide local people with a range of horticulture and related training opportunities.
5. To develop new projects and initiatives to establish a range of heritage activities and attractions within the Walled Garden and Kirkleatham Estate, securing all necessary licenses, legal permissions, funding and liaison with emergency services.
6. To provide updates on the development of the gardens, activities and participation in the gardens as required by the operator, the Council and funders.
7. Maintaining audit trails for admin and finance purposes, ensuring that external funding requirements (such as via the national lottery) are consistently met.
8. From time to time, if required, attend meetings with culture, tourism and heritage groups and provide informative updates as well as promote initiatives and help build a network of support.
9. Help create and maintain effective systems for performance monitoring and evaluation of project impact.

# **General/ Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the all Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in any relevant Council and operator staff induction, training and development programmes.
4. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
5. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of job objectives.
6. To ensure the highest standards of customer care are met at all times.
7. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
8. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
9. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:**  May 2019 **Author:** Special Projects Manager

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| **POST TITLE** | **GRADE** |
| Heritage Activities Officer | E+ |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Significant experience of horticulture and/or sites of heritage value * Significant experience of delivering front line services and responding to the needs of diverse local communities * Experience of working in a public-facing role * Significant experience of working with other partners from the public, private and/or third sectors. * Significant experience of managing budgets, including budget monitoring and reporting experience * Experience of prioritising own workloads * Experience of managing resources and equipment * Significant experience of developing and managing activities/events | * Experience of working in multi-agency / community projects * Experience of report writing * Experience of securing external resources * Experience of supervising/ managing staff or volunteers | A, I |
| **SKILLS AND ABILITIES** | * Excellent communications skills, written and oral * Competent in the use of IT including e-mail, internet, MS word * Ability to problem solve and use own initiative * Ability to produce reports and statistical information to strict deadlines * Excellent organisational skills * Excellent interpersonal skills and an ability to work with people from a range of organisations and backgrounds including liaising with senior colleagues, council and other representatives from community and partner organisations * Ability to confidently and persuasively present projects to a wide range of audiences | * Ability to write promotional media | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Knowledge of gardens and/or conservation and/or heritage sites and their management * Knowledge and experience of working with local communities including educational and training organisations * Has successfully undertaken on-the-job training and development or gained a formal qualification in a discipline relevant to working within and engaging others in a recreation, garden and/or heritage environment. * Knowledge of relevant legislation * Health & safety training | * Educated to Degree level or equivalent with substantial experience in a relevant discipline * Evidence of professional development | A, C, I |
| **OTHER REQUIREMENTS** | * Ability to meet deadlines and work under pressure * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. * Commitment to own continuous personal development * Strong team player, committed to an ethos of continuous improvement | * Full driving licence * Reasonable level of fitness | A, C, I |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users |  | A, I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A, I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE