

JOB DESCRIPTION

HERITAGE OUTREACH PROJECT OFFICER ST PETERS CHURCH, NOTTINGHAM

REPORTS TO

The Heritage Outreach Project Officer will report to the Parochial Church Council through The Rector and the Project Lead.

JOB OVERVIEW

The successful candidate will:

- Play a key role in supporting the Parochial Church Council and The Project Lead in relation to The National Lottery Heritage Fund grant and associated outreach activities.
- Be a member of the steering group overseeing both the capital works and outreach aspects of the project
- Attend monthly steering group meetings reporting to the National Lottery Investment Manager
- Be up to date with all implications of Covid-19 Lockdown and social distancing measures relating to the outreach project
- Liaise with our external evaluator when necessary, the Project Lead, volunteers and 'bought in' facilitation services to ensure targets are met
- Have an overview of the planned activities with marginalized people, school children, visitors and the local community by sharing expertise and giving encouragement
- Advise on and contribute to communicating: 'City Stories. Nottingham History and Heritage: Then and Now' (Our National Lottery Heritage Fund project title) through the installation of a virtual, touch screen kiosk and the creation of a guidebook and display boards.

RESPONSIBILITIES AND DUTIES

- Have an overview of the whole of the outreach project
- Work closely with the project leader in delivering outreach activities
- Keep the team updated about the constraints of the Covid-19 crisis
- Liaise with and support volunteers across the outreach activities
- Be a point of contact for 'bought in' facilitation services
- Work with the project lead populating the touch screen kiosk, on the creation of the guidebook, a collection of written histories, information and interpretation boards
- Ensure that volunteer time sheets are accurate and up to date in order to report back to The National Lottery Heritage Fund in terms of 'our own contribution'
- Meet on a regular basis with the project leader to ensure that tasks are achieved within the stated time scales

QUALIFICATIONS AND EXPERIENCE

- You will be educated to A Level (or equivalent) or above
- You may have a professional qualification in heritage management or education
- You will have experience of working in the heritage industry or in education

- You will be aware of the importance and implications of Safeguarding, Health and Safety and GDPR

SKILLS SET

- You will have excellent written and verbal communication skills
- You will have a high level of IT skills
- You will be flexible and responsive and have strategies to deal with a variety of people at different levels and abilities
- You will have energy and enthusiasm and be excited by the proposed project activities
- You will have the ability to manage expenditure on the project within the defined bid and budgets

PERSON SPECIFICATION

- You will be passionate about heritage stories, to collecting them and communicating them to a wide range of people in a variety of ways
- You will have proven interpersonal skills and take a professional approach to areas of possible conflict
- You will be a self-starter and enjoy a challenge
- You will be creative and imaginative
- You will be committed to equal opportunities and diversity

DEVELOPMENTAL GOALS

At the end of this fixed term contract you will have

- taken the activities associated with The National Lottery Heritage Fund grant through to a successful conclusion
- overseen the installation of a touch screen kiosk and the creation of a guidebook and high quality display boards
- provided evidence for the professional evaluation of the project
- identified ways of providing special access and/or offers to national lottery players

If you are invited to interview, please be prepared to supply copies of:

- Certifications
- Licenses
- Any other evidence you have of work completed
- Relevant details of DBS checks

PHYSICAL ABILITIES

Please indicate any special support you might need in fulfilling this position