

BARTON HERITAGE PROJECT

RECRUITMENT PACK

Heritage Engagement Officer



The Wilderspin National School

The Wilderspin National School is a former national school and Grade II listed building in Barton-upon-Humber, North Lincolnshire, and a museum focussing on the life and works of Samuel Wilderspin.



Job Title: Heritage Engagement Officer

Hours: 30

Reporting to: The Ropewalk and Education & Interpretation Lead (Wilderspin)

Start Date: 1st November 2023

Salary: £16 per hour this could be on PAYE or freelance basis.

This role is managed by The Ropewalk as accountable body and based both at The Ropewalk and at the Wilderspin School Museum.

The post is a fixed contract finishing 31 March 2024 funded by UK Shared Prosperity Fund and The Ropewalk. Extension may be possible if funding is available. The Barton Heritage Project is in a pilot phase as we seek to develop the heritage offer of the whole town, its venues and organisations. The project seeks to bring Barton's Heritage together in an easy to access format for visitors and the local community. Results from the work will feed into a larger scheme to be rolled out in 2024 if funding applications are successful.

Duties and Responsibilities

The Barton Heritage Project is in a pilot phase as we seek to develop the heritage offer of the whole town, its venues and organisations. The project seeks to bring Bartons Heritage together in an easy to access format for visitors and the local community. Results from the work will feed into a larger scheme to be rolled out in 2024 if funding applications are successful. You will identify clusters of activity that can be offered as a package that will appeal to heritage societies and other groups around the country. The aim is to bring more heritage tourists to Barton upon Humber for the benefit of Barton venues and organisations, accommodation providers and the local economy.

You will work closely with staff and other volunteers at The Ropewalk, Wilderspin Museum, Barton Civic Society and with colleagues involved with other aspects of the Barton Heritage Project. In particular, you will be expected to work closely with the Education Outreach Worker and liaise with the Marketing and Volunteer Officers.

Responsibilities

As Heritage Engagement Officer, you will need to:

- Support heritage organisations in Barton with their visitor offer and audience development activities.
- Develop a programme of activity for the Heritage Open Day 2024 festival.
- Develop trails, heritage packages and digital content for the Barton Tourism Website.
- manage and expand the Chatty Café Project as the key driving force of Wilderspin Museum's community engagement during its winter closure
- monitor, support, motivate and assist the volunteer co-ordinator with accreditation of volunteers and their work
- plan and deliver informal conversational sessions at heritage venues and in outreach settings such as care homes, community centres and schools

- assist with formal oral history interviewing in partnership with Barton Civic Society's Memory Bank
- plan and manage intergenerational activities and events for children, parents and grandparents at various heritage sites around Barton.
- plan and manage a community event to launch Wilderspin Museum's re-opening in Spring 2024.
- assist the Education Outreach Officer with displays and learning sessions at outreach venues
- re-launch Wilderspin Museum Friends group and work with other heritage organisations to enhance their membership schemes.
- attend committees and meetings
- assist with management of the project budget and its resources reporting to the accountable body.
- monitor and evaluate activities and assist with drafting reports for funders and trustees
- maintain databases and undertake any other administrative duties.

Skills

You'll need to have:

- excellent communication skills, including networking and presentation skills
- strong interpersonal skills, to deal with a diverse range of people
- experience of managing or coordinating projects and volunteers
- empathy with volunteers and an understanding of their needs
- the capacity to inspire and motivate others
- negotiating, influencing and problem-solving skills
- the ability to deal with information in a confidential manner and respond with sensitivity
- good organisational and time management skills, with the ability to multi-task and plan and prioritise your workload
- the ability to cope with limited resources, seize opportunities and think creatively
- administrative and IT skills (MS Outlook, Word, Excel and PowerPoint), and an ability to maintain records and produce clear written and oral reports
- a flexible and non-judgemental approach to people and work

You'll usually need a full, clean driving licence and use of a car. This could be for visiting organisations or assisting volunteers with travel, for example. It would also be useful if you are able to drive a small van.

General

The post holder will be a key member of a small team and other duties and responsibilities compatible with the grade of the post can be expected:

- acting as an ambassador and advocate of the Barton Heritage Project
- attending certain events
- analysing and evaluation of the project providing working in conjunction with consultants Waffer Hadley who have been contracted to evaluate the project.

Essential skills and experience

- strong communication skills
- a personal interest in community work, heritage & culture
- self-management experience
- strong English language skills, both written and verbal
- interpersonal skills – the ability to develop a good working relationship with volunteers, museum and Barton Heritage Project colleagues and representatives of partner organisations

Desirable skills and experience

- previous experience of volunteering or working with volunteers
- previous experience of heritage and / or education work
- use of social media
- Driving Licence
- managing staff
- working with volunteers

Terms and Conditions

This post is currently £16 per hour for 30 hours per week. Salaries are paid monthly in arrears. The post is pensionable as part of the NEST Scheme but you may elect to opt out.

Hours of work are 30 per week – four or five working days to be agreed. You will be expected to work mainly daytimes but flexibility to work some evenings and weekends is required. The pattern of working days is to be agreed with the lead officer, and there is scope for blended working by agreement.

However, once agreed, we will expect that pattern to remain in operation, unless reviewed by the management team because of changing operational requirements. Any additional hours worked will not be subject to overtime payments but may be taken as time off in lieu, subject to the demands of the service.

Holiday entitlement will be 28 days per year pro rata, including Bank and public holidays.

The post requires a DBS check.

How to Apply

If you wish to apply for this post, please respond via the job site or via e-mail.

deanna@the-ropewalk.co.uk

Your application must include a current CV and covering letter and be returned to our offices by the deadline of 9am Monday 30 October 2023.

Interviews will be held at The Ropewalk on Tuesday 31 October. You should ensure you are available on 31 October as no other interview date can be arranged. If you have any questions, or would like an informal discussion about any aspect of the post, please contact Liz Bennet at The Ropewalk on 01652 660380.

Benefits:

- Flexible working hours
- Blended working hours

Job Types: part-time, PAYE contract or freelance contract.