

Heritage Trust Network

Development Officer for Northern Ireland

Recruitment pack

Thank you for your interest in the position of Development Officer for Northern Ireland. This pack is intended to provide all the information you need to decide whether you wish to apply for this role. If you have further queries, please email our Chief Executive, David Tittle at david.tittle@heritagetrustnetwork.org.uk. David can respond directly to your email or call you back if you prefer.

Equality and diversity

Heritage Trust Network recognises the value that people from all backgrounds can bring to the heritage sector. It is important that the way we provide advice about community heritage regeneration reflects the diverse histories, cultures and interests of the localities in which we work. A diverse, representative workforce, where views are valued and championed, will enable HTN to achieve this. Heritage Trust Network is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to enable you to fulfil the role.

How to apply

1. Read the information in this pack in full
2. Complete the online application form by 12.00 noon on 24th May 2020

[Click here to access the application form](#)

or paste this into your browser: <https://www.tfaforms.com/4900356>

3. Complete the separate and anonymous online equal opportunities monitoring form by the same date.

[Click here to access the monitoring form](#)

or paste this into your browser: <https://www.tfaforms.com/4900622>

If completing an online form presents a problem for you, please get in touch.

This post is supported by:



The Pilgrim Trust

and delivered in partnership with



Recruitment timetable

30/4/21	Post advertised
7/5/21	HTN Northern Ireland online event: Diversity, authenticity, regeneration: Delivering the High Street recovery Book your place here (a recording of the event should be available on the HTN website a few days later).
24/5/21	12.00 noon Deadline for applications
2/6/21	Shortlisting meeting
3/6/21	Successful candidates informed
w/c 7/6/21	Interviews and appointment

Summary of employment details

Job Title: Development Officer for Northern Ireland

Salary: pro-rata of £28,000

Hours: part-time (20 hours per week).

We can be flexible about how these hours are worked (e.g., across 5 or 3 days) however there will be some events and internal meetings that you will be required to attend.

Reporting to: Chief Executive

Holidays: pro-rata of 25 days per year plus 3 days shutdown between Christmas and New Year and pro-rata bank holiday allowance

Pension: as per statutory auto-enrolment requirements

Tenure: We currently have funding for this post for one year. However, we envisage this as a permanent position, and we will be seeking funding and other income to make that possible.

Location: Northern Ireland. We will discuss with the successful candidate their place of work. This could be working from home or desk space at the premises of one of our members or a partner organisation.

About the Network

Bringing historic buildings and spaces back to life brings joy to so many people. It restores local pride and identity and creates jobs, workplaces, visitor attractions, educational facilities, arts venues and more. There are thousands of people undertaking this amazing work, either professionally or as volunteers, in all parts of the UK.

Heritage Trust Network is the membership body for independent community organisations, charities and social enterprises that are saving, restoring and managing historic buildings, parks, gardens, canals and railways. Our membership includes both organisations specifically set up to save heritage sites and community organisations that deliver other types of services and have chosen to operate from historic buildings and spaces. We also welcome individuals, businesses and local authorities that support local heritage action. Together we organise conferences, site visits, meetings and online resources where we can network and learn from each other and meet experts and funders.

We...

- Encourage people to get involved in saving local heritage buildings and places by forming new community organisations or working through existing ones.
- Support these organisations to restore and reuse local heritage by providing information, advice, training, networking and peer-to-peer learning.
- Champion the work and raise the visibility of community heritage organisations and highlight the range of public benefits they provide.
- Advocate for a legislative, policy and funding environment that facilitates grassroots action for heritage.

The Network is growing and currently has over 400 members. We recently revised our membership structure including, for the first time, creating a free class of membership for community organisations that do not yet have the funds to become full members.

We currently have a staff of four:

David Tittle, Chief Executive

Vicki Cox, Membership Officer

Beverley Gormley, Programme Manager

Sarah Pearce, Development Officer for Scotland

At the moment all staff are working from home, but we have an office base in Birmingham.

The Network is governed by a board of directors which currently consists of eight people drawn from our members and other professionals working in the field. We will shortly be recruiting an additional four board members including for the vacant position of representative director for Northern Ireland.

The Network in Northern Ireland

Heritage Trust Network currently has 24 members in Northern Ireland, including 21 organisations and 3 individual members. They include the Inner-City Buildings Preservation Trust in Derry/Londonderry, Belfast Buildings Trust, Hearth Historic Buildings Trust, rural trusts such as Gracehill Old School Trust and community and arts organisations such as Rathlin Development and Community Association and R-Space Gallery, Lisburn. Irish Landmark Trust is currently our only member with an all-Ireland remit.

We understand there are at least another 60 organisations that could become members and part of this role will be to attract them into membership. There is also scope to expand our individual Supporter membership (particularly among students) and to attract businesses in Northern Ireland to become Partner members.

Our Northern Ireland committee helps guide and support our work in Northern Ireland and will be a key reference point for the new Development Officer. It currently has six members drawn from member trusts, individual members and the Architectural Heritage Fund.

In 2019 we held our UK-wide annual conference in Derry/Londonderry in partnership with the Inner-City Trust, Derry City & Strabane Council and the Architectural Heritage Fund. The theme of the conference was the community-led regeneration of high streets and the event highlighted the important role of our members in the new initiatives developing across the UK.

The conference was well attended with over 130 people taking part. Our keynote speakers were Patrice Frey and Ed McMahon from Main Street America. The movement, based on heritage-led regeneration that harnesses the ingenuity and entrepreneurialism of the local community, was inspiring for delegates. Other speakers provided a range of insights into how high streets could be reimagined. Attendees commented on the excellent opportunity the conference offered for networking, and the availability of student bursaries ensured that the event was accessible for those looking to begin a career in the sector. One of these students has since joined the Northern Ireland branch committee.

The High Streets theme will again be picked up in an online event we are organising for Northern Ireland members and colleagues on 7th May 2021.

The Network works in partnership with the Architectural Heritage Fund throughout the UK but this partnership is particularly important in Wales and Northern Ireland where AHF officers help to support the Network. Other significant partnerships in Northern Ireland are with the Department for Communities, Development Trusts Northern Ireland, Social Enterprise Northern Ireland and Ulster Architectural Heritage.

Job description

Development Officer for Northern Ireland

ROLE:

The aim of the post is to support, and develop a network for, community organisations, social enterprises and heritage trusts in Northern Ireland working to successfully rescue, restore, find new uses for, and manage historic buildings, spaces and structures and thus to contribute to community and economic regeneration, social cohesion and wellbeing. This will be achieved by providing enhanced support to Network members in Northern Ireland, bringing many more organisations into membership and facilitating networking, learning and development among new and existing members.

The Development Officer will be supported by the Network Chief Executive, other UK staff and the Northern Ireland Committee. The post-holder will be expected to balance their time between work with existing members, recruiting new ones and networking/advocacy. They will be expected to work closely with the Architectural Heritage Fund's Support Officer for Northern Ireland.

Responsibilities:

1. Identify existing heritage trusts and community organisations, from all of Northern Ireland's diverse communities, who are restoring and managing heritage sites and, working with UK colleagues, promote the benefits of Network membership to them in order to provide access to support.
2. Identify groups, from all of Northern Ireland's diverse communities, that are concerned about historic buildings and sites in their areas and promote the benefits of community-led regeneration and Network membership in order to provide them access to support.
3. Provide support to community groups, social enterprises and trusts taking on heritage restorations or managing heritage sites, in the form of basic advice, information, signposting and facilitation of peer support.
4. Develop and maintain regular contact with Network members in order to understand their needs and ambitions, to support them and signpost them to other sources of support. Help them to become more accessible, inclusive and diverse.
5. Regularly issue a Northern Ireland e-newsletter to inform members of specific Northern Ireland events and opportunities, complementing the UK Network newsletters.
6. Working with the rest of the staff team and branch officers, organise at least four Northern Ireland events during the year, preferably including site visits and networking opportunities. These should include at least one major open event to promote the Network. In addition, organise at least one online 'Network Natter' during the year.
7. Organise and co-ordinate Northern Ireland Committee meetings.
8. Act as a point of contact for the Network in Northern Ireland and (working with the branch officers) represent the Network on networks, forums and committees as required.

9. Working with the Chief Executive and branch officers, make and maintain contact with existing and potential partner organisations in the voluntary and private sectors, local and Northern Ireland Government and explore how we can work together to promote and support community heritage.
10. Promote the achievements of Network members through the production of case studies, articles, presentations and through social media.
11. Improve understanding amongst statutory and other agencies and funders, as to how Network members can help them to tackle heritage sites at risk and deliver other community cohesion, economic regeneration and wellbeing objectives.
12. Provide regular reports to funders, the Chief Executive and branch committee, on your work and the situation regarding community heritage in Northern Ireland.
13. Support the work of the Chief Executive and branch officers to seek further and continuation funding for the Network in Northern Ireland.
14. Identify businesses working with the heritage sector in Northern Ireland and support the Chief Executive to promote the benefits of Partner membership of the Network.
15. Utilise the Network's central digital systems and website and participate in the meetings and joint activities of the Network's UK staff team.

Person Specification

The ideal candidate will have experience of working in a cultural, community or membership organisation, involving development work, signposting, event management and partnership building. They should have a broad-based interest in the historic environment and built environment matters generally and should be knowledgeable about the context they will be working in in Northern Ireland.

Essential	Desirable
Training, experience and qualifications	
<p>Qualification to degree level (or equivalent experience)</p> <p>A track record of successful project delivery, preferably in the not-for-profit sector</p> <p>Experience of partnership working for, or with, the public, private and third sectors.</p>	<p>Experience of working with community groups.</p> <p>Experience in project management</p> <p>Full UK driving license. Vehicle not provided but a mileage allowance is payable.</p> <p>Experience of supporting volunteers</p> <p>Experience of representing an organisation in the public arena.</p> <p>Event management experience.</p>
Knowledge and skills	
<p>Exceptional interpersonal skills with the ability to work with a diverse range of people from professionals and funders to volunteers and community stakeholders</p> <p>Excellent organisational skills and the ability to keep detailed records</p> <p>Excellent verbal and written communication skills and ability to adapt communication styles to a variety of circumstances.</p> <p>Ability to act as a persuasive representative of Heritage Trust Network.</p> <p>Good IT skills</p>	<p>Facilitation skills</p> <p>Understanding and appreciation of the following:</p> <ul style="list-style-type: none"> • community engagement with places • the benefits of the historic environment for communities • the development process and the planning system • historic environment policies and practices
Behaviours	
<p>A strong interest in regeneration, heritage and sustainability in the built environment.</p> <p>Self-motivated, creative, adaptable and hard working.</p> <p>Awareness of current issues and best practise</p> <p>Effective at negotiating and influencing.</p> <p>Able to build strong personal relationships.</p> <p>Able to listen and understand other people's perspective.</p> <p>Committed to bringing diversity to the sector</p> <p>Committed to improving the environmental sustainability</p>	