

## Heritage Trust Network

### Heritage Trainee (Graduate)

#### Recruitment pack

Thank you for your interest in the position of Heritage Trainee (Graduate). 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 contact our Programme Manager, Beverley Gormley, via [beverley.gormley@heritagetrustnetwork.org.uk](mailto:beverley.gormley@heritagetrustnetwork.org.uk), our social media channels, Whatsapp or by calling 07470 350439.

#### 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 13 December 2021

If you cannot access the hyperlink, paste this into your browser:  
<https://www.tfaforms.com/4944832>

3. [Complete the separate and anonymous online equal opportunities monitoring form](#) by the same date. If you cannot access the hyperlink paste this into your browser:  
<https://www.tfaforms.com/4944834>

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

This post has been made possible thanks to National Lottery players.

## Recruitment timetable

|              |                                      |
|--------------|--------------------------------------|
| 15/11/21     | Post advertised                      |
| 13/12/21     | 12.00 noon deadline for applications |
| W/c 13/12/21 | Shortlisting meeting                 |
| W/c /12/21   | Successful candidates informed       |
| W/c 10/1/22  | Interviews and appointment           |

## Summary of employment details

**Job Title:** Heritage Trainee (Graduate)

**Salary:** pro-rata of £19,000

**Hours:** full time (37.5 hours per week) for 6 months

**Reporting to:** Programme Manager

**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

**Location:** Remote working either at home or an agreed shared workspace. You will be required to attend in-person events, site-visits and meetings. During the first week in post and at regular intervals we will arrange for you to work alongside another member of the team.

## 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 500 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 five who work from home:

David Tittle, Chief Executive

Vicki Cox, Membership Officer

Beverley Gormley, Programme Manager

Sarah Pearce, Development Officer for Scotland

Claire-Rose Canavan, Development Officer for Northern Ireland

The Network is governed by a board of directors which currently consists of eleven people, plus two trainee trustees, drawn from our members and other professionals working in the field.

## Job description

### Heritage Trainee (Graduate)

ROLE:

#### Specific responsibilities

1. Research and develop content for the Network website, events, Newsletters, online community and social media, including online research, telephone and on-site interviews, photography and filming.
2. Support staff members in the planning, promotion, organisation and delivery of online and in-person events
3. Support the processing of casework queries from members, forwarding queries to relevant experts in the network and progress-chasing their resolution
4. Review and update existing Toolkit content and research and develop new content
5. Support member organisations to complete their entries in our Member Directory, take advantage of our crowdfunding platform and complete impact assessments. This may involve telephone interviews with members to gather information and upload it to our systems.
6. Review the Network Hub online community and post comments to stimulate further conversations
7. Undertake research and data entry to develop our lists of potential members and partners

#### General responsibilities:

8. Keep a work/training diary and document skills and learning acquired during the placement
9. Attend HTN board meetings, Unlocking the Power of Communities Steering Group meetings and other meetings that may arise. Prepare papers and take notes as required.
10. Support the development of Network branches and clusters across the UK
11. Help to champion the repair and conservation of historic buildings and their environments across the UK
12. Support staff to ensure that our events, services and communications are accessible and maintained to a high standard
13. Undertake site visits accompanied by the Programme Manager or other core staff members as opportunities arise
14. Develop decision-making and troubleshooting skills
15. Build internal and external relationships

## Person Specification

The ideal candidate will have recently graduated and will have an interest in heritage and the regeneration of communities through the use of historic buildings, structures and spaces. This post is designed to help the successful applicant with early-career access to the heritage sector. Training will be provided.

| Essential  | Desirable   |
|--|---|
| Training, experience and qualifications  |   |
| Qualification to degree level (or equivalent)  | Full UK driving license. Vehicle not provided but a mileage allowance is payable.   |
| Knowledge and skills   |   |
| <p>Good interpersonal skills with the ability to work with a diverse range of people from professionals and funders to volunteers and community stakeholders</p> <p>Good organisational skills and the ability to keep detailed records</p> <p>Good verbal and written communication skills and ability to adapt communication styles to a variety of circumstances</p> <p>Good IT skills</p> <p>Good customer service skills</p> <p>Experience of working with various social media platforms</p> | <p>Research skills</p> <p>Understanding and appreciation of the following:</p> <ul style="list-style-type: none"> <li>• community engagement with places</li> <li>• the benefits of the historic environment for communities</li> <li>• the development process and the planning system</li> <li>• historic environment policies and practices</li> </ul> |
| 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>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 environmental sustainability</p>   |   |