

Outreach Project Officer

Recruitment pack

Thank you for your interest in the position of Outreach Project Officer. 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 Chief Executive, David Tittle, via david.tittle@heritagetrustnetwork.org.uk. If you prefer to discuss on the telephone, please ask David to call you back.

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 different perspectives are valued and championed, will enable the Network 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 January 2023
If you cannot access the hyperlink, paste this into your browser:
<https://www.tfaforms.com/5033351>
3. [Complete the separate and anonymous equal opportunities monitoring form](#) by the same date.
If you cannot access the hyperlink, paste this into your browser:
<https://www.tfaforms.com/5033440>

If completing an online form presents a problem for you, [please get in touch](#).

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

Recruitment timetable

13/12/22	Post advertised
24/1/23 12.00 noon	Deadline for applications
25/1/23-26/1/23	Shortlisting
27/1/23	Shortlisted candidates informed
1/2/22 – 3/2/22	Interviews and appointment
17/4/22	Latest start date

Summary of employment details

Job Title:	Outreach Project Officer
Salary:	£28,000 p.a.
Hours:	full time (37 hours per week)
Reporting to:	Chief Executive
Holidays:	pro-rata of 25 days per year plus 3 days shutdown between Christmas and New Year and public holidays
Pension:	as per statutory auto-enrolment requirements
Location:	working from home or from an agreed shared workspace anywhere in the UK. Proximity to the Midlands or East of England will be an advantage.
Tenure:	9 months including a 3-month probationary period*

*Heritage Trust Network is committed to offering long-term employment opportunities. However, as this project is part of the development phase of Essential Networks (details below) there will not be funding to support it after December 2023.

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 750 members.

We currently have a staff of six:

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 and Digital Heroes Project Manager

Fae Clark, Project Co-ordinator, 1020 Voice for Heritage

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

About Essential Networks

Essential Networks: strengthening local resilience and diversity is a major development and resilience project for Heritage Trust Network, our members and UK heritage. It is supported by the National Lottery Heritage Fund. We are currently in the development phase of the project which will run until March 2024.

Essential Networks will improve our existing services to our members and enable us to test and develop new ones. In addition to this outreach project, these include:

- A learning and networking events programme
- A pilot structured learning programme
- Networking events co-designed and delivered with members
- Review and refinement of our digital Toolkit of advice and guidance to make it easier to use and update
- Review and refine our online community for members
- Review and refine systems for dealing with members' support requests
- Piloting new 'health-check' tools to improve our understanding of members' needs
- Development of an 'expert panel' to support members with reviews and mentoring
- Pilot mentor training

In addition to this post, Essential Networks will employ a Project Manager and a Graduate Trainee.

Once the development phase is completed an application will be submitted for a £1.25m delivery phase project (just over £1m from Heritage fund) to run 2024 - 2028

Job Description

This is an appointment to manage and deliver an outreach project during the development phase of Essential Networks. The outreach project will seek to identify and support community organisations in the Midlands and East of England who have taken ownership of, or aspire to own, historic buildings. A number of these may be ethnic-minority-led organisations. The post-holder will provide advice and support to these organisations and engage them in peer learning and networking events to ensure that are able to restore, manage and maintain their buildings and operate successfully from them. This will include, among other things, supporting them to make successful funding applications. This project is a pilot for the type of outreach project that might happen on an annual basis during the delivery phase of Essential Networks. It builds on our experience of working with communities seeking to take over church buildings in Scotland and the north of England. The post-holder will be responsible for delivering all aspects of the outreach project and generally supporting the development phase work.

Key responsibilities

1. To deliver the project to timetable and budget, ensuring the objectives and outcomes of the outreach project are met.
2. Organise and manage all outreach project activities
3. Act as the point of contact for the outreach project.
4. Work with colleagues in partner agencies, and undertake general research to identify organisations in the target group
5. Contact organisations in the target group and inform them about the project and its benefits and the wider benefits of Network membership
6. Arrange meetings with beneficiary organisation, give advice and signpost to other support
7. Deal with any queries and support requests from beneficiary organisations, recording them through the Network's casework system.
8. Organise peer learning and networking events, online and in person for the beneficiary organisations. Organise speakers, facilitators and other resources for these events.
9. Discuss with the beneficiary organisations their support and networking needs once the outreach project ends and ensure that can access mainstream Network activities and support.
10. Prepare reports for the Board and the Project Manager
11. Work closely with project Evaluation Consultant on data gathering, feedback and evaluation

General responsibilities

12. Work closely with the Essential Networks Development Phase Project Manager and wider staff team and trustees to ensure the objectives and outcomes of the development phase are secured
13. Help to champion the rescue, re-use and successful management of historic buildings and spaces across the UK, particularly by non-profit community organisations.
14. Ensure that the services and communications to members are accessible and of a high standard
15. Represent the Heritage Trust Network at online and in-person events
16. Utilise the Network's central digital systems and website and participate in the meetings and joint activities of the Network's UK staff team.
17. Act as a full member of the Network's staff team undertaking other activities and supporting colleagues as required.

Person Specification

Essential	Desirable
Training, experience and qualifications	
<ul style="list-style-type: none"> • Qualification to degree level (or equivalent education or experience) • A strong interest in regeneration, heritage and sustainability in the built environment • At least 2 years' experience delivering community projects • Substantial experience of partnership working • Experience of working with community groups • Experience of evaluation and impact measurement • Experience of representing an organisation in a public arena • Experience of organising inclusive events for community activists 	<ul style="list-style-type: none"> • Full UK driving license. Vehicle not provided but a mileage allowance is payable. • Experience of publicly funded projects • Experience in project management systems • Experience of advising, coaching or mentoring leaders of social enterprises
Knowledge and skills	
<ul style="list-style-type: none"> • Good interpersonal skills • Ability to work with a diverse range of people from professionals and funders to volunteers and community stakeholders • Understanding of good practice in making events and other activities inclusive • Excellent IT and social media skills • Excellent verbal and written communication skills and ability to adapt communication styles to a variety of circumstances • Sound leadership skills • Ability to act as a persuasive representative of Heritage Trust Network at all levels • Event management skills 	<ul style="list-style-type: none"> • Facilitation skills • Understanding and appreciation of the following: <ul style="list-style-type: none"> - community engagement with places - the benefits of the historic environment for communities - the restoration/regeneration process

Behaviours

- Works well in a team
- Effective at negotiating and influencing
- Able to build strong personal relationships
- Able to listen and understand other people's perspective
- Committed to bringing diversity to the sector
- Committed to inclusivity
- Committed to improving environmental sustainability
- Self-motivated and creative