

Heritage Trainee Recruitment Pack

Essential Networks (Development Phase)

Thank you for your interest in the position of Heritage Trainee. 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, at beverley.gormley@heritagetrustnetwork.org.uk

Equality and Diversity

Heritage Trust Network recognises the value that people from all backgrounds can bring to the heritage sector and our organisation. 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 us 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 this information in this pack in full
2. Complete the [online application form](#) by 12.00 noon on Monday 15 May 2023

If you cannot access the hyperlink, paste this into your browser: <https://www.tfaforms.com/5057675>

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/5057676>

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

14 April 2023	Post advertised
15 May 2023	12 noon deadline for applications
Week commencing 15 May 2023	Shortlisting meeting
Week commencing 15 May 2023	Emails sent to unsuccessful applicants, and successful applicants notified of interview dates
Week commencing 29 May 2023	Interviews
Week commencing 3 July 2023	Successful applicant in post

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 700 members and 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, Digital Heroes Project Manager

Leona Wilson, Outreach Project Officer

The Network is governed by a board of directors which currently consists of twelve people 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 an Outreach Project Officer

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

Summary of employment details

Job Title:	Heritage Trainee
Salary:	Pro rata of £20,000 p.a.
Hours:	Full time (37 hours per week)
Reporting to:	Programme Manager
Holidays:	Pro-rata of 25 days per year plus 3 days shutdown between Christmas and New Year
Pension:	As per statutory auto-enrolment requirements
Location:	Working from home or from an agreed shared workspace anywhere in the UK
Tenure:	Six month traineeship with a 1-month probationary period

Role

This is an opportunity for a recent graduate or returner to work to gain valuable experience in the community heritage sector by supporting Essential Networks, a major development and resilience project for Heritage Trust Network, our members and UK heritage. The post-holder will be responsible for supporting all aspects of the development phase work.

Key responsibilities

1. Support the Programme Manager in the planning, promotion, organisation and delivery of online and in-person events as part of the pilot events programme, structured learning programme and member networking events
2. Research and draft case studies of members' achievements. Liaise with graphic designers to produce these as pdfs
3. Following the review of Toolkit help migrate content to its new digital home
4. Review and update existing Toolkit content and research and develop new content
5. 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
6. Following the reconfiguration of the Network's website help with content migration to the new site
7. Help promote the pilot impact survey and support member organisations to complete it
8. Assist at monthly Network Development Group meetings
9. Support the processing of casework queries from members, forwarding queries to relevant experts in the network and progress-chasing their resolution
10. Review the Network's online community and post comments to stimulate further conversations
11. Undertake research and data entry to develop our lists of potential members and partners
12. Support the co-ordination of the Network's youth forum

General responsibilities

1. Work closely with the Programme Manager, wider staff team and trustees to ensure the objectives and outcomes of the development phase are secured

2. Help to champion the restoration and reuse of historic sites throughout the UK, particularly by non-profit community organisations.
3. Ensure that the services and communications to members are accessible and maintained to a high standard
4. Utilise the Network's central digital systems and website and participate in the meetings and joint activities of the Network's UK staff team
5. Contribute to progress reports for National Lottery Heritage Fund
6. Attend and produce reports for board meetings

Person Specification

Essential	Desirable
Training, experience and qualifications	
Qualification to degree level (or equivalent qualifications or experience)	Full UK driving license. Vehicle not provided but a mileage allowance is payable. Experience in a community or customer service role which involved working with a diverse range of people
Knowledge and skills	
<p>Good interpersonal skills with the ability to work with a diverse range of people</p> <p>Good organisational skills including the ability to keep detailed records</p> <p>Good verbal and written communication skills including the ability to adapt communication styles to a variety of circumstances</p> <p>Good digital skills including use of social media</p>	<p>Research skills</p> <p>Understanding of the following:</p> <ul style="list-style-type: none"> • community engagement with places • the benefits of the historic environment for people and places • the development process and the planning system • historic environment organisations, policies and practices • issues around diversity and inclusion in the heritage sector • the voluntary and community sector
Behaviours and values	
<p>Committed to equality, diversity and inclusion</p> <p>A strong interest in regeneration, heritage and sustainability in the built environment</p> <p>Self-motivated, and hard working</p> <p>Creative and adaptable</p>	Committed to improving environmental sustainability