

Heritage Trainee (Scotland) Recruitment Pack

Resilient Networks: strengthening local heritage

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 Development Officer for Scotland, Sarah Pearce, at sarah.pearce@heritagetrustnetwork.org.uk or our Chief Executive, David Tittle at david.tittle@heritagetrustnetwork.org.uk

Equality and Diversity

Heritage Trust Network recognises the value that people from all backgrounds 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 the information in this pack in full
2. Complete the [online application form](#) by 12.00 noon on 14th August 2023. If you cannot access the hyperlink, paste this into your browser: www.tfaforms.com/5074872
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: www.tfaforms.com/5074871

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

This post has been made possible thanks to funding from Historic Environment Scotland and National Trust for Scotland.

Recruitment timetable

Monday 17 th July 2023	Post advertised
Monday 14 th August 2023	12 noon deadline for applications
Week commencing 14 th August 2023	Shortlisting meeting
Week commencing 14 th August 2023	Emails sent to unsuccessful applicants, and successful applicants notified of interview dates
Week commencing 21 st August 2023	Interviews
Start date – by October 2023	Dependant on successful applicant

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Summary of employment details

Job Title:	Heritage Trainee (Scotland)
Salary:	Pro rata of £21,000 p.a.
Hours:	Full time (37 hours per week)
Reporting to:	Development Officer for Scotland
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 Scotland.
Tenure:	Six months traineeship with a 1-month probationary period

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 and we currently have a staff of seven:

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

Jessica van der Drift, Heritage Trainee

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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 Resilient Networks

Resilient Networks: strengthening local heritage is our funded activity in Scotland from April 2023 to March 2026. It is supported by Historic Environment Scotland and the National Trust for Scotland. With this funding we will continue our support of Heritage Trust Network members in Scotland that began with the Development Officer post in 2018, whilst creating a new Heritage Trainee opportunity for each year of the project and a new online training programme.

Resilient Networks will improve our existing services to our members and enable us to test and develop new ideas. Activities will include:

- A learning and networking events programme
- A new online structured learning programme
- Updates to our digital Toolkit of advice and guidance
- Support and advice for members
- Tailored support for groups working with church buildings
- Partnership working with the Make Your Mark campaign

Role

This is an opportunity for a recent graduate or returner to work to gain valuable experience in the community heritage sector by supporting Resilient Networks. The post-holder will be responsible for supporting all aspects of Heritage Trust Network activity in Scotland.

Key responsibilities

1. Support the Development Officer for Scotland in the planning, promotion, organisation and delivery of events and training programmes, both online and in-person
2. Support the Development Officer for Scotland in the planning and delivery of the Scotland Branch Committee Meetings, and in the recruitment of new members to the committee
3. Contribute to and take part in the Make Your Mark campaign
4. Connect and liaise with external partner organisations across Scotland and further afield
5. Research and draft case studies of members' achievements. Liaise with graphic designers to produce these where needed
6. Review and update existing Toolkit content and research and develop new content
7. Research and create content for the Network website, events, Newsletters (UK-wide and Scotland editions), online community and social media, including online research, telephone and on-site interviews, photography and filming
8. Support the processing and answering of casework queries from members, forwarding queries to relevant experts in the network and progress-chasing their resolution
9. Interact with the Network's online community to stimulate conversations
10. Undertake research and data entry to develop our lists of potential members and partners
11. Assist with recruiting young people from Scotland to the Network's Youth Forum and recruiting volunteers from Scotland to the Network's Digital Hero stream of volunteering

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General responsibilities

12. Work closely with the Development Officer for Scotland and wider staff team and trustees to ensure the objectives and outcomes of Resilient Networks are achieved
13. Help to champion the restoration and reuse of historic sites throughout Scotland, particularly by non-profit community organisations.
14. Ensure that the services and communications to members are accessible and maintained to a high standard
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
16. Produce reports for Historic Environment Scotland's progress reports and ensure all funders are acknowledged and thanked throughout our activities
17. Attend and produce reports for board meetings
18. Attend the Network's annual conference in Newcastle on the 15th, 16th, 17th October 2023

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	
Good interpersonal skills with the ability to work with a diverse range of people Good organisational skills including the ability to keep detailed records Good verbal and written communication skills including the ability to adapt communication styles to a variety of circumstances Good digital skills including use of social media	Research skills Understanding of the following: <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	
Committed to equality, diversity and inclusion A strong interest in regeneration, heritage and sustainability in the built environment Self-motivated, and hard working Creative and adaptable	Committed to improving environmental sustainability

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