

Heritage Trainee (Wales)

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

Role

This is an opportunity for a recent graduate or returner to work to gain valuable experience in the community heritage sector by supporting our work in Wales.

The role would be ideal for someone with an enthusiasm for grass-roots heritage who is looking for their first professional role in the heritage sector. The position involves working with people engaged in organisations rather than the general public, and the work will focus on helping those organisations to succeed through peer learning, networking and access to resources. Our network is unique in providing this support to all regions of the UK.

We support our members to find new uses for and regenerate historic buildings, but our work goes much further, helping them to become financially and environmentally sustainable, engage more widely, to contribute to place regeneration, community development, job creation and wellbeing for their local community. Further information about the Network is on page 5.

Here are some examples of Network members in Wales:

[Circus Eruption](#)

[Brynaman Lido](#)

[Menter Ty'n Llan](#)

[Haverhub](#)

[Foundation for Jewish Heritage](#)

[Norwegian Church, Cardiff Bay](#)

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.

Funding

This post is funded by Cadw and the National Lottery Heritage Fund.



Our 2023-24 grant from Cadw, as well as supporting this post, commits us to developing a Wales youth forum, digital volunteering, promoting young/trainee trustees, organising learning and networking events for our members and developing strategic multi-project trusts in Wales.



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.

How to apply

1. Read the information in this pack in full
2. Complete the [online application form](#) by 12.00 noon on 13 September 2023. If you cannot access the hyperlink, paste this into your browser: www.tfaforms.com/5083119
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/5083131

If completing an online form presents a problem for you, please [get in touch](#). The successful candidate will be required to provide a reference from a previous employer, volunteer manager or tutor.

Recruitment timetable

30 th August 2023	Post advertised
13 th September 2023	Application deadline is 12 noon
Week commencing 18 th September 2023	Interviews (online)
1 st October	Preferred start date (or as soon as possible after that)

Summary of employment details

Job Title:	Heritage Trainee (Wales)
Salary:	Pro rata of £21,000 p.a.
Hours:	Full time (37 hours per week)
Reporting to:	Programme Manager
Holidays:	Pro-rata of 25 days per year, plus public holidays and 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 Wales. The post-holder must be based in Wales during the traineeship.
Tenure:	Six months traineeship with a 1-month probationary period (traineeship must end by 31 March 2024)

Key responsibilities

1. Support the Chief Executive, Trustee for Wales and Programme Manager in the planning, promotion, organisation and delivery of events and training programmes, both online and in-person
2. Support the Chief Executive, Trustee for Wales and Programme Manager in the planning and delivery of the Wales committee meetings, and in the recruitment of new members to the committee
3. Establish and support a Heritage Trust Network Wales Youth Forum and co-design an activity programme with them
4. Recruiting volunteers from Wales to the Network's Digital Hero stream of volunteering

5. Support a minimum of five members of the Network in Wales to recruit young/trainee trustees to their boards
6. Work with Universities in Wales to promote student membership of the Network and volunteering with our members (including our Digital Hero volunteering stream)
7. Review and update existing Toolkit content and research and develop new content. Help commission translations of selected content into Welsh.
8. Research and create content for the Network website, events, newsletters, online community and social media, including online research, telephone and on-site interviews, photography and filming
9. Support the processing and answering of casework queries from members, forwarding queries to relevant experts in the network and progress-chasing their resolution
10. Undertake research and data entry to develop our lists of potential members and partners in Wales.

General responsibilities

11. Work closely with the staff team and trustees to ensure the objectives and outcomes of Essential Networks are achieved
12. Help to champion the restoration and reuse of historic sites throughout Wales, particularly by non-profit community organisations.
13. Ensure that the services and communications to members are accessible and maintained to a high standard
14. Utilise the Network's central digital systems and website and participate in the meetings and joint activities of the Network's UK staff team
15. Produce reports that will be included in Cadw and National Lottery Heritage Fund progress reports and board papers.
16. Ensure all funders are acknowledged and thanked in our communications and throughout our activities
17. Attend the Network's annual conference in Newcastle on the 15th, 16th, 17th October 2023
18. Review the Network's online community and post comments to stimulate further conversations

Training

We will work with you to undertake an assessment of your training needs and ambitions, create a learning plan for your traineeship and monitor your progress. The plan will be achieved through:

- On-the-job experiential learning through your work with the Network
- Attending our online and in-person events and learning programmes
- Special in-house training sessions delivered by team members or outside experts
- Accessing our bank of resources including video recordings of previous events
- Self-guided learning
- Visiting members
- Attending events and training organised by other organisations

Person Specification

The traineeship is open to any person living in Wales or wishes to return to Wales in order to work in the heritage sector. *Ability to speak and write Welsh is not an essential requirement but will be scored as part of the selection process.

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 paid/voluntary 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	*Writes and speaks Welsh 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 Interest in, and commitment to, regeneration, heritage and sustainability in the built environment Self-motivated, and hard working Creative and adaptable	
Need	
The applicant is at a point in their career where the traineeship will make a significant difference to their advancement	Applicant is from a disadvantaged or under-represented group.

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 has almost 800 members. We currently have a staff of eight:

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

Heritage Trainee (Scotland) – currently being recruited

The Network is governed by a board of directors (trustees) which currently consists of twelve people drawn from our members and other professionals working in the field. Our board includes a special trustee in each of the four nations of the UK. Adam Hitchings, who works for the Architectural Heritage Fund is our current Wales Trustee. Karen Chalk from Circus Eruption in Swansea is also a trustee.