

## **Job title: Heritage & Community Engagement Officer**

**Location: St Elvan's Church, Aberdare.**

We are seeking to appoint a part time Heritage and Community Engagement Officer to join our team and help deliver the National Lottery Heritage funded activities programme. The role will be based at St Elvan's Church, Aberdare which has recently undergone an extensive £2 million renovation, and has now become a vibrant new space.

In addition to being a continued place of worship the church boasts concert & conference facilities, exhibition space, coffee shop and an interactive Heritage interpretation aisle. Heritage interpretation based upon the history of St Elvan's Church and Aberdare provides unique opportunities for learning and volunteering.

**Hours:** Part-time: 2 days a week (average 16 hours per week) to be worked flexibly over 2 days a week, plus 1 additional day per month. The role will require on occasions working additional hours during busy periods as well as some earlier starts, evenings, weekends, and public holidays.

**Salary:** £26,800 pro rata (£11,434 per annum) Payment monthly in arrears.

**Reporting to:** St Elvan's Community Heritage Management Team

The Heritage & Community Engagement Officer will work closely with the Business & Marketing Officer, the Project Steering Group, and volunteers to oversee the delivery of heritage activities.

### **JOB PURPOSE & KEY RESPONSIBILITIES**

This role will support the delivery of a 4-year National Lottery Heritage and Pen y Cymoedd Community Wind Farm Funded Activity & Business Plan. The Heritage Officer will deliver the Heritage based activities & income targets set out within it. You will work jointly with the Business & Marketing Officer.

- **Manage and deliver the Heritage Activity & Interpretation plan**, which as well as outlining the activities, also sets targets for the project's evaluation.
- **Maintain the Heritage Interpretation area**, researching new heritage and local community content and add it to the interactive touchscreens.
- **Plan regular new temporary exhibitions** based around heritage in the exhibition Gallery space in a timely manner that meets the targets set out in the activities plan.
- **Research and develop new content** about the church and local community and record digitally for the heritage pages on the St Elvan's web site.
- Develop and support the compilation of Heritage tours and trails by volunteers of the church.
- **Plan and organise pre booked group visits** to the church achieving the targets set out in the Activities plan.
- **Develop links and collaborate with other heritage focused bodies**, such as museums, history societies and other heritage sites.
- Plan and develop a programme of heritage talks and guided walks around Aberdare.
- Manage the Heritage subgroup and prepare reports for the main steering group.

## **Education & Community Engagement**

**A fundamental element of the Heritage Activities Plan is developing relationships with schools and the wider community. To achieve this, you would be expected to:**

- Develop a Schools based Heritage Programme to encourage schools to visit St Elvan's and undertake various tours and activities and meet the targets set out in the plan.
- Develop a supporting education pack that sets out what the church can offer schools when they visit.
- Create a range of tours, trails, and activities for schools to be delivered by volunteers and host their visits.
- Promote the schools' programme by visiting schools and encouraging them to take part.
- Work with the volunteer team to ensure that the site is appropriately set up and that sufficient Learning and Participation volunteers are on hand to support activity delivery.
- Develop a series of the outreach activities to take out to schools to learn about the church and its heritage.
- Provide art and craft-based activities for school visits as well as provide workshops during school holiday periods.

## **Heritage Research Volunteers**

- Develop a recruitment campaign for heritage and education volunteers. Provide the necessary training and support resources for volunteers to deliver tours, talks and family activities.
- Directly manage a sustainable base of volunteers to directly deliver heritage and education activities.

## **General Tasks**

You will work closely with the Business & Marketing Manager to:

- Support a programme of events and hire of the space that will generate income ensuring all the necessary requirements are in place (site set up, risk assessments etc).
  - Prepare meeting rooms and arrange refreshments as required for various events.
  - Jointly manage the caretaker role and the volunteer run coffee shop in conjunction with the Business & Marketing Officer.
  - Attend and support evening events when required.
  - Maintain effective communication with the team at the church by holding regular briefing meetings, creating an environment which promotes employee/volunteer morale.
  - Maintain an evaluation process (as advised by the evaluation consultant) to monitor progress of the project.
- *Variations to the duties will occur to meet the needs of the post and will be commensurate with the grade and character of the post.*

**PERSON SPECIFICATION**

Key Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Heritage and education experience in a similar community engagement and public programming role, ideally as part of an HLF-funded project.</li> <li>• Experience of working/ supporting a volunteer-led organisation and understanding challenges faced.</li> <li>• Experience of working with members of the public and/or reception duties</li> <li>• English &amp; Mathematics to GCSE standard or equivalent and a further qualification or relevant experience</li> <li>• Experience of organising and publicising small and large-scale heritage and education events.</li> <li>• Developing, planning, and delivering schools' activities and community-based activities.</li> <li>• Experience in recruiting, training and managing heritage and education volunteers.</li> <li>• Experience or understanding of work in a historic setting.</li> <li>• Fully computer literate, highly proficient in MS Office – particularly MS Word, MS Excel, Power Point and Publisher</li> <li>• Establishing and managing relationships with a range of stakeholders</li> <li>• Developing volunteer-led guided tours.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience or qualification in Business studies or heritage studies, teaching, or community learning. (Preferably up to degree level qualification)</li> <li>• Some Teaching experience.</li> <li>• Experience of working with museum collections or historic buildings to engage people with heritage.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• An understanding of Heritage projects and how to increase public engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in Welsh.</li> <li>• Interest in the arts, music, theatre., heritage</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organisational and entrepreneurial skills</li> <li>• Understanding and delivery of Business Plan income generation targets.</li> <li>• Experience of communicating via Social Media platforms, e.g., Webpage, Facebook, Instagram, and Twitter</li> <li>• Excellent writing skills with an ability to write and compile articles on heritage.</li> <li>• Good digital skills in updating web pages and digitising research content.</li> <li>• Good research methodology skills and knowledge.</li> <li>• Able to manage the centre efficiently including heritage volunteers and tourism information point to meet user needs.</li> <li>• Ability to communicate with members of the public to present the heritage of the church and local community.</li> <li>• Ability to promote the church as a venue for heritage activities.</li> <li>• An interest in bringing history to life and enriching the lives of those that visit the church.</li> <li>• Ability to engage with schools and adult groups to promote visits to the church.</li> <li>• Manage temporary exhibitions of local artists in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding or experience with catering</li> <li>• Management of café or similar retail experience</li> <li>• Working closely with schools and collages</li> <li>• Programme Management with the ability to drive plans and meet targets.</li> <li>• Conservation understanding in relation to the buildings Conservation Management Plan and associated church textile collection.</li> <li>• Understanding of, and empathy with the Anglican Church and particularly the Church in Wales</li> <li>• Knowledge of the history of The Cynon Valley and particularly St Elvan.</li> </ul>
Work-related Personal Qualities	<ul style="list-style-type: none"> <li>• Have a current driving licence.</li> <li>• Ability to relate with people in a warm &amp; approachable manner.</li> <li>• The ability to integrate and work well as part of a team.</li> <li>• Reliable and trustworthy</li> <li>• Understanding of the local attitudes and the interaction across the geographic area, key employers, social demographics, and tourism.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Church yearly cycle.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exceptional people skills and the ability to deal with people at all levels.</li> <li>• Self-motivation</li> <li>• Able to work alone and unsupervised and willingness to work flexible hours including evenings and weekends where required (as this might be the needed)</li> <li>• Willing to take the initiative.</li> <li>• A pleasant friendly demeanour</li> </ul>	
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## **Heritage and Community Engagement Officer**

### **(Fixed Term Contract)**

#### **Main Terms and Conditions**

<b>Hours of Work</b>	16 hours per week normally within core hours 9 am to 5 pm Monday to Saturday (these hours are subject to variation according to the requirements of project activities and events) with a lunch break. Some evening and weekend work will be required. Also requires 1 additional day per month to be worked.
<b>Term</b>	18-month fixed term (with potential for continued funding)
<b>Salary</b>	£26,800 pro rata (£11,434 per annum) Payment monthly in arrears
<b>Pension</b>	The employer will contribute 3% of the employee's pensionable salary to a pension scheme of the employee's choice.
<b>Expenses</b>	Reasonable travelling, telephone and other expenses will be paid in accordance with current rates and subject to required authorisation. A laptop and mobile will be provided.
<b>Holiday</b>	Pro rata 25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December
<b>Location</b>	Based at St Elvan's Church, Aberdare

**Probation**

This post will be subject to satisfactory completion of a probationary period of 3 month.

**Further Information:**

The Project is managed by the St Elvan's Community Heritage Steering Group formed by members of the Aberdare Community and the Church.

Information about the project can be found by visiting the link below:

[www.stelvans.com](http://www.stelvans.com)

**How to Apply:**

Please submit a full CV and application form to: [stelvansrecruitment@gmail.com](mailto:stelvansrecruitment@gmail.com)

Job Application deadline is **Sunday 17<sup>th</sup> September** with interviews to be held on or around the 29<sup>th</sup> September

Download application form from: [www.stelvans.com/vacancies](http://www.stelvans.com/vacancies)