

**Job Description : EDUCATION AND OUTREACH OFFICER**

**Salary :** £24,000 - £33,000 per annum (Project Officer or Senior Project level dependent on experience)

**Contract:** Permanent, full time

**Responsible to:** Senior Manager, Heritage Lincolnshire

**Location:** Heritage Lincolnshire’s office, The Old School, Cameron Street, Heckington, Sleaford, NG34 9RW. (Hybrid working arrangements)

**INTRODUCTION**

Heritage Lincolnshire operates from the Humber to the Wash across the historical county of

Lincolnshire. Our objectives are to advance the education of the public in all matters relating to

Lincolnshire’s rich and diverse heritage and to preserve and investigate that heritage for the benefit

of local people and visitors to the County. We are engaged in these objectives at a time when

recognition of the value of heritage is rising and in a county full of potential in terms of heritage led

regeneration. Our vision is to ensure that: ***The special character and significance of Lincolnshire’s***

***heritage is understood, valued, conserved and celebrated for the benefit of local people, visitors***

***and future generations.***

With your experience and energy, you will play an integral role at Heritage Lincolnshire in the creation and delivery of a comprehensive, wide-ranging suite of learning resources. They will showcase the rich history and heritage of Lincolnshire, be inclusive and forward thinking. We want you to take an innovative approach to working with our community, providing learning opportunities and skills that people can use in their day to day life, young or old. The appointed officer will work across Lincolnshire and the wider East Midlands as required. It isn’t just about history though; we want your help to explore ways we can champion health and well-being to our communities through heritage and culture.

Heritage Lincolnshire (HTL) is a local charity with over 30 years of experience in the sector. We work across the historic county of Lincolnshire to save heritage at risk, engage communities with their heritage, and promote best practice in the sector. HTL undertakes consultancy services across the Midlands and nationally, and our archaeological unit, APS, works nationally. As a small charity, HTL offers an exciting opportunity for early career professionals who would like to gain a wide range of experience and have a material impact on the organisation they work for.

HTL would support an applicant working towards their IHBC membership, with a wealth of opportunities in the day-to-day duties of this role to develop the skills required to demonstrate competency for full membership.

**EMPLOYEE BENEFITS**

Heritage Lincolnshire is a well-regarded and established charity employing 55 members of staff, over 250 volunteers and working in partnership with a wide range of organisations. As a small team with a huge amount of skills, experience and enthusiasm, we work collaboratively to deliver a wide range of projects, services and activities.

Benefits include:

* Pension scheme including an employer’s contribution of 5% of gross annual salary
* 28 days holiday per year inclusive of bank holidays (increasing to 30 days after 2 years’ service)
* Flexible working hours with time of in lieu for any additional hours worked
* Mileage and expenses payments
* Childcare voucher scheme
* Continued Professional Development
* IHBC or other professional membership annual subscription paid by the charity.

**JOB DESCRIPTION**

Job title: Education and Outreach Officer

Location: The Old School, Heckington

Responsible to: Senior Manager

Responsible for: Volunteers

**JOB SUMMARY**

To take ownership and drive a new comprehensive education offer at Heritage Lincolnshire as well as liaising closely with colleagues to create meaningful and innovative outreach across our region as part of our charitable aims and heritage consultancy. Heritage is a great vehicle to explore history, the natural environment, health and wellbeing and even team building at all stages of life. This post will drive forward our vision and develop new ways of reaching people with our work.

**KEY RESPONSIBILITIES**

* To take a leading role in creating a comprehensive new education offer at Heritage Lincolnshire that can be delivered to a variety of audiences and champions equality, diversity and inclusion.
* Work with our colleagues on grant funded schemes to offer advice and assistance in outreach and learning best practice.
* Inspire our communities through events and activities to celebrate their past and empower them to come together, learn, laugh and engage.
* Provide advice through general enquiries from the public, community groups, amenity bodies and local authorities, always looking for opportunities to be a positive champion for our work and our county’s heritage and encourage great community engagement.
* Inspire and support a close team of volunteers at Heritage Lincolnshire as required in line with best practice. (refer to our Volunteer Policy HTL/018)
* To follow and comply with all policies and procedures of Heritage Lincolnshire which includes the Trust’s Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
* To uphold the working values and expectations of HTL both in the office and when representing the organisation externally.
* To carry out other duties relevant to your post as reasonably required by your line manager.
* This role will involve use of own vehicle for company business on a regular basis.

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education/Training/Qualifications** | * Educated to degree level in a relevant subject and/or demonstrable relevant experience in the heritage sector.
 | * A teaching or youth work qualification
* Other specialism relating to the historic environment/landscape/community engagement.
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| **Experience** | * 3 years experience of working in a learning and outreach role in a heritage setting.
* A comprehensive understanding of the National Curriculum and lifelong learning needs.
* Considerable experience in managing budgets and delivering within them.
* Meaningful experience of supporting and coordinating volunteers on a day-to-day basis in a public facing role.
 | * Understanding of Archaeology and heritage.
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| **Competencies** | * An ability to work independently, showing initiative and flexibility.
* Able to work at pace, coordinating multiple work streams as part of a busy and warm team.
* Excellent organisational skills
* Good written and oral communication skills, with tact and clarity.
* The ability to offer a creative approach to identifying and solving issues.
* Valid driving licence and access to a car.
* Ability to work as part of a team.
 | * Ability to engage with a range of clients, funding partners and supporters.
* Aptitude for working with volunteers and making use of their skills and experience.
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| **Values and attitudes** | * Flexible according to the needs of the business including working outside normal office hours as required.
* Smart appearance
* Confidence
* Enthusiastic
* Committed to championing equity, inclusion and celebrating diversity
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Please note, an enhanced DBS check will be undertaken for the successful candidate.