

## JOB DESCRIPTION

Job title:	Heritage at Risk Solutions Officer
Salary:	£30,000 per annum
Location:	Heckington, Lincolnshire (flexible working arrangements may be considered for the successful candidate) The post will require travel around the East Midlands
Responsible to:	Chief Executive Officer
Responsible for:	N/A
Term:	This is initially a 3 year fixed term appointment, which may be extended subject to a performance and financial review.
Job summary:	To manage the development and delivery of projects concerning the rescue and repair of historic buildings and structures at risk across the East Midlands.

### **Purpose of the role:**

As part of the Heritage Lincolnshire team, the Heritage at Risk Solutions Officer will work in accordance with organisation's strategy to seek solutions to heritage at risk across the East Midlands. The work programme will be directed by a steering group comprising Heritage Lincolnshire's senior management and a representative from Historic England's East Midlands Heritage at Risk team.

The post holder will provide expert advice on the planning, funding and management of heritage at risk projects and provide mentoring to BPTs, community groups, private owners, local authorities, and other relevant organisations.

The post holder will increase Heritage Lincolnshire's capacity to directly manage BPT projects and increase its ability to provide support to projects undertaken by other organisations, both in the Greater Lincolnshire area and, for select cases, elsewhere in the East Midlands.

The post holder will apply the ethos of 'constructive conservation' and make effective use of Historic England's Conservation Principles in all their work to negotiate effective projects, identify funding and facilitate consents where necessary.

The post holder should work towards a self-sustaining model for the role in order that the BPT work can be extended beyond the 3 year term.

### **Key Responsibilities:**

1. To work proactively with owners, local authorities, statutory bodies, building preservation trusts, developers and funding bodies etc. to promote a sustainable and viable future for buildings and structures on Historic England's HAR Register, Local Authority HAR Registers, or otherwise recognised as 'at risk', and advise and implement strategic and project-based solutions for heritage at risk.

2. To work closely with funding bodies (such as Natural England, Heritage Lottery Fund, Architectural Heritage Fund, etc.) to identify sources of grant aid for HAR projects and encourage, facilitate and develop applications for support.
3. To use Heritage Lincolnshire's internal resources (such as management experience and expertise) and where appropriate draw on Historic England's technical expertise and the expertise of other relevant organisations, in order to implement projects to find solutions for heritage at risk.
4. To manage the delivery of heritage at risk projects concerning the rescue, repair, and sustainable use of historic buildings and structures in Lincolnshire and, by agreement, elsewhere in the East Midlands.
5. To provide expert advice and mentoring support to BPTs, community groups, private owners, local authorities, and other relevant organisations regarding the planning, funding and management of heritage at risk projects.
6. Where applicable, to provide expertise and advice to support consent and planning permission applications, to inform statutory action by local authorities (Urgent Works Notices, Repairs Notices) and acquisition.
7. To identify the requirements for, and assist the commissioning of, technical, legal and economic reports necessary to implement specific HAR projects.
8. To report progress on HAR projects to the steering group and to provide information to help update Historic England's Heritage at Risk Register, Local Authority HAR registers, and other relevant registers.
9. To be an effective advocate for the benefits of conserving heritage assets and participate in events and media initiatives.
10. To undertake any other reasonable duties commensurate with the grade and competences required of the post requested by line management in agreement with the steering group.
11. To ensure that the maintenance of proper standards of work in accordance with current health and safety requirements.

Please note that:

- the role requires regular travel to sites not serviced by public transport and therefore will involve the use of your own vehicle for company business on a regular basis.
- the role requires visiting/inspecting unoccupied, at risk buildings and structures, which is likely to require climbing scaffolding and negotiating confined spaces.
- the role will require occasional attendance at community meetings which are usually held at evenings or weekends.

This is the description of the job as it is presently constituted and will be subject to change. Job descriptions are updated in consultation with the post-holder on a regular basis to ensure they continue to reflect the needs of the role.

## **Person specification**

### **Training, experience & qualifications**

#### Essential:

- A degree or equivalent in a relevant discipline
- Substantial experience of working constructively with owners and other partners as a practitioner in the repair and management of heritage assets
- Project management experience

#### Desirable

- Good experience of working with the voluntary sector
- Experience in fundraising and up to date understanding of available sources
- Membership of a relevant professional organisation

### **Knowledge & skills**

#### Essential

- A good working knowledge of the historic environment and its assets.
- Good knowledge of the principles and practices of building and structure conservation, as exemplified in Conservation Principles and constructive conservation.
- Good knowledge of repair and conservation techniques.
- Good negotiating and influencing skills.
- Ability to approach heritage at risk problems, possible solutions and address heritage at risk assets in a practical and creative way.

#### Desirable

- Familiarity with a range of sources of grant aid for the historic environment.
- Good understanding of relevant Government policy, guidance and statutory procedures for the historic environment (Listed Building Consent, Scheduled Monument Consent, Planning Permission, Local Authority statutory interventions).

### **Interpersonal skills**

#### Essential:

- Good oral and written communication skills.
- Ability to adapt communication styles to a variety of circumstances.
- Ability to act as an authoritative and persuasive representative at all levels, including public speaking
- Excellent team-working skills

#### Desirable:

- Ability to network effectively, joining existing and establishing new frameworks for communication and knowledge sharing

We are committed to providing equality of opportunity for all. We will consider making reasonable adjustments for disabled people where necessary, to ensure this.

## **About Heritage Lincolnshire**

Heritage Lincolnshire is a charitable trust working to conserve the rich history of the county for the benefit of people who live and work in the area. We are celebrating our 25<sup>th</sup> anniversary in 2016 and are now seeking to develop our activities across the East Midlands.

Heritage Lincolnshire works to advance understanding and appreciation of archaeology, historic buildings, traditions and culture, in association with a wide range of partners.

As an active Buildings Preservation Trust we secure funding and manage projects for the conservation of historic buildings at risk, and mentor and partner other organisations. For examples of our BPT work see:

<https://www.heritagelincolnshire.org/buildings-preservation>

Heritage Lincolnshire is a member organisation of the Heritage Trust Network (formerly UK Association of Building Preservation Trusts).