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**INTRODUCTION**

Heritage Lincolnshire operates from the Humber to the Wash across the historic 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.***

**HISTORIC ENVIRONMENT PROJECT OFFICER (FULL TIME, PERMANENT, £24,000 - £29,500 (dependent on experience). Part-time and Job-share considered.**

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.

Heritage Lincolnshire provides an archaeological planning advice service to a number of local planning authorities within the county. This role represents an opportunity to join our busy and expanding conservation and planning team and assist in the conservation and promotion of Lincolnshire’s rich and diverse heritage.

The successful candidate will play an integral role in the Conservation and Heritage Team in the delivery of historic environment advice, primarily the provision of archaeological advice to local planning authorities. Therefore a thorough understanding of sector and a broad range of archaeological experience and skills is required to fulfil this post.

As part of multi-disciplinary team there will be an opportunity to participate in and support our current and forthcoming grant funded projects as well as action on Heritage at Risk and heritage consultancy.

Based in Heritage Lincolnshire’s Heckington office, the appointed officer will work across Lincolnshire and the wider East Midlands as required. The ability to carry site visits is essential to the role.

HTL would support an applicant working towards their professional membership (CIfA/IHBC) 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
* CIfA/IHBC or other professional membership annual subscription paid by the charity.

**JOB DESCRIPTION**

Job title: **HISTORIC ENVIRONMENT PROJECT OFFICER**

Location: The Old School, Heckington

Responsible to: Senior Historic Environment officer

Responsible for: n/a

**JOB SUMMARY**

To support the Conservation and Heritage Team in the delivery of consultancy and advice on archaeological sites, historic buildings, monuments, areas and places.

**KEY RESPONSIBILITIES**

* To take a leading role in the delivery of local authority planning advice (archaeology and conservation) including;
* monitoring planning applications and responding to consultations;
* assessing the impacts of proposals on heritage assets;
* providing professional specialist archaeological advice to the local planning authorities;
* designing the scope of archaeological works required and providing written advice on appropriate methodologies and techniques;
* close liaison with developers, consultants, agents and archaeological contractors;
* monitoring archaeological fieldwork (site visits) and post-excavation to ensure maintenance of standards and satisfactory completion of work required;
* ensuring compliance with planning obligations and relevant national and local policy and standards.
* To contribute to the development and delivery of bid proposals for external grant-funding, including developing projects and writing bid documentation, when required.
* To work with community groups, local authorities and private owners of Heritage at Risk, offering advice and guidance, when required.
* To deliver events and activities that promote community engagement as required.
* To respond to general enquiries from the public, amenity bodies and local authorities.
* To follow and comply with all policies and procedures of HTL 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 supervise and support volunteers working with the Trust within the office and on project delivery as appropriate (refer to our Volunteer Policy HTL/018)
* 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.
* The role will involve line-management responsibilities when required and appropriate.
* 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. | * A post graduate diploma or master’s degree in archaeology and/or conservation. * Entry level membership of a relevant professional body with an interest in working towards full membership. |
| **Experience** | * Appropriate archaeology fieldwork work experience of at least 3 years. * Sound working knowledge of British Archaeology and archaeological fieldwork practice. * Good understanding of archaeology, planning and listed building legislation, policy and procedures. * Computer literate in the use of word processing, mapping, spread sheets, and digital imaging. | * Experience of managing a complex workload. * Experience of working in local authority / planning advice service & experience monitoring archaeological fieldwork * Sound working knowledge of conservation principles and heritage issues. * Experience of working within people focussed projects; with communities, stakeholders, or the general public * Experience and/or a working knowledge of key heritage funders. * Experience of GIS / databases. |
| **Competencies** | * An ability to work independently, showing initiative and flexibility. * Experience of dealing with and negotiating with a wide range of stakeholders * 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. |
| **Values and attitudes** | * Flexible according to the needs of the business * Smart appearance * Confidence * Enthusiastic * Committed to equal opportunities |  |