

Job Title:	Senior Project Officer - Layers of History
Contract:	Full time, fixed term for 12 months
Salary:	£24,500 - £26,000 pa depending on experience
Responsible to:	Senior Manager
Responsible for:	Project Officer, Administrative Support and Volunteers

### **Purpose of the role**

To manage the delivery of the final 12 months of the 3-year Layers of History project. This project has taken an innovative and very successful approach to involving people in investigating, recording and interpreting Lincolnshire's landscapes. It is helping to make people more aware of the quality and value of elements in the county's heritage and historic landscapes that are generally under recognised, understood, and appreciated. Now in its final year of delivery, the project will seek to achieve all its remaining objectives and build towards successful completion, including creation of a number of legacy resources.

### **Key tasks:**

- To organise and deliver the remaining events for Layers of History as outlined in the activity plan and training plan approved by funders, including a large project celebration event to be held on 15<sup>th</sup> September.
- To manage the Project Officer and Administrative Officer, providing support and guidance as appropriate
- To continue to train, manage and supervise volunteers involved with the project.
- To manage the project budget, including cash flow, producing monthly finance reports for the last twelve months of the project, forecasting any underspend or overspend and identifying solutions to balance the budget.
- To oversee recruitment and ongoing management of an appropriate supplier to deliver a series of historic digital reconstructions for some of the study sites; a key project legacy resource.
- To supervise and implement the development of any additional web pages required to support the digital reconstructions

- To work closely with the Project Officer to continue to develop and deliver a 2-day residential course for young people at Woodall Spa, taking a proactive approach to promoting the event through local colleges and universities
- To continue to manage ongoing co-ordination data collection to contribute qualitative and quantitative evidence for the external evaluation of the project.
- To liaise with the People's Partnership who are providing support for special needs groups for activities at, or in connection with our Lincolnshire Limewoods study site.
- Continue to manage the remaining steering group meetings, providing regular project updates for key stakeholders along with the Heritage Lincolnshire management team, Trustees and funders as required.
- To bring the project to an appropriate conclusion, signposting volunteers to other opportunities to engage with and ensuring all reporting requirements for funders are completed.
- To liaise with the external evaluator to deliver the final project evaluation report.
- 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 act as a representative for the Trust, promoting the image and reputation of the Trust at all times.
- To ensure the maintenance of proper standards of work in accordance with current health and safety requirements.
- To undertake other duties and responsibilities of a similar level as may from time to time be required.
- This role will involve use of own vehicle for company business on a regular basis.

## **Person specification**

### **Essential:**

- Educated to degree level in a relevant subject and/or demonstrable relevant experience in archaeology.
- Experience in project management, delivering against agreed aims and objectives and meeting targets within a fixed budget and timescale.
- Experience of managing volunteer projects and skills to encourage active involvement of volunteers and a wider audience.
- Demonstrable financial skills including experience of managing grant funded projects.
- Experience of staff management.
- Experience of evaluating projects and their impact.
- Good interpersonal, communication (verbal and written) and presentation skills.
- Ability to prioritise and work to deadlines and under pressure.
- Excellent IT skills and the ability to use a variety of programmes and databases.
- Valid driving licence and own transport.
- Available to work outside normal hours as necessary.

### **Desirable:**

- An enthusiasm for and a commitment to the promotion of the historic environment of Lincolnshire.
- Experience of working on projects which are targeting new audiences.
- Other specialism relating to the historic environment/landscape/community engagement.