



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.***

PROJECTS OFFICER – GRANTS AND CONSERVATION (FULL TIME, TEMPORARY for 12 months, £23,500 - £25,000 (PA) dependent on experience)

This role will support the Conservation Project Manager and Heritage at Risk Solutions Officer in the delivery of grant funded projects, action on Heritage at Risk, and conservation, planning, and heritage consultancy. The role will specifically focus on the delivery of Heritage Lincolnshire's role in various Town Deal centrally funded projects. Based in Heritage Lincolnshire's Heckington office, the appointed officer will work across Lincolnshire and the wider East Midlands as required.

Heritage Lincolnshire (HTL) is a local charity with over 28 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 East Midlands 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 35 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: Projects Officer – Grants and Conservation
Location: The Old School, Heckington
Responsible to: Heritage at Risk Solutions Officer
Responsible for: n/a

JOB SUMMARY

To support the Conservation Project Manager and Heritage at Risk Solutions Officer in the delivery of specific grant funded projects, consultancy work and advice on historic buildings, monuments, areas and places.

KEY RESPONSIBILITIES

- To support the delivery of grant-funded schemes, including assessment of proposed works, site visits and written advice where required.
- To support the senior staff in bid proposals for external grant-funding, including developing projects and writing bid documentation for Heritage Lincolnshire and local community groups
- To undertake site visits and provide advice in relation to projects and schemes, including discussions and negotiations with developers and key stakeholders.
- 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.
- This role will involve use of own vehicle for company business on a regular basis.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education/Training/Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant subject. 	<ul style="list-style-type: none"> • A post graduate diploma or master's degree in historic building conservation. • Entry level membership of a relevant professional or specialist body e.g. IHBC or RTPI, with an interest in working towards full membership.
Experience	<ul style="list-style-type: none"> • Appropriate work experience of at least 1 year. • Good understanding of planning and listed building legislation, policy and procedures. • Experience and/or a working knowledge of key heritage funders • Sound working knowledge of conservation principles and heritage issues. • Computer literate in the use of word processing, mapping, spread sheets, and digital imaging. 	<ul style="list-style-type: none"> • Experience of managing a complex workload. • Sound working knowledge of architecture, traditional construction techniques and methods of repair. • Experience of working within people focussed projects; with communities, stakeholders, or the general public
Competencies	<ul style="list-style-type: none"> • An ability to work independently, showing initiative and flexibility. • Excellent organisational skills • Good written and oral communication skills, with tact and clarity. 	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. 	
Values and attitudes	<ul style="list-style-type: none"> • Flexible according to the needs of the business • Smart appearance • Confidence • Enthusiastic • Committed to equal opportunities 	

Closing date: Sunday 17th January, Midnight

Interviews will be held online during the weeks starting 25th January.

Please visit the link below to download an application form

<https://www.heritagelincs.org/jobs/>

or email htladmin@heritagelincs.org

CVs will not be accepted.