

Historic Environment Skills Bursary Scheme

Trainee Role Description – Heritage Skills Placement with Heritage Lincolnshire

Role title	Heritage Conservation Trainee
Reporting to	Trainees would be mentored by suitably experienced staff within the organisation, with overall management of the placement the responsibility of the Conservation Project Manager
Location	Heckington office and various sites across Lincolnshire
Bursary amount	£1080 per month
Period of training	This is a full time, 6-month training placement
Hours	37 hours per week. Standard hours will be between 0845 to 1715 hours, Monday to Thursday, 0845 to 1645 on Friday. May include attendance of occasional weekend and evening events.
Holidays	11 working days, plus statutory public holidays during the placement.
Background Information	The Historic Environment Project is a 4-year project funded by the National Lottery Heritage Fund providing bursary placements offering opportunities for trainees to gain a heritage related skill including traditional building skills and archaeology. Trainees will be based in the Heritage Lincolnshire offices in Heckington, with provision to work at home should circumstances necessitate.

The training role

Trainees will undertake 6 months of training with Heritage Lincolnshire during which time they will:

- Receive induction training so that they can work safely on site and understand the wider heritage sector
- In discussion with your mentor, identify one key output to deliver by the end of the placement to evidence your growth in skills and knowledge. This could be (for example) undertaking a discrete research project, helping to develop and deliver a traditional skills event, producing an exhibition or display or supporting the writing of a heritage-focused grant application.

- Train alongside experienced conservation professionals on active sites, gaining an insight into all aspects of site work from research, community engagement, budgeting, and project management.
- Learn about how national designations are protected within building control and taking a sustainable approach to restoring heritage at risk properties
- Take part in group training with the rest of the cohort to learn about traditional buildings, archaeology, skills for starting your own business, CV writing and interviewing skills. These may be undertaken digitally due to government guidance
- Assist in the ongoing digital promotion of the project to raise awareness of traditional skills and training opportunities across the East Midlands as appropriate

Trainees will be provided with the necessary personal protective equipment and relevant reading material they need to undertake their placement. At the end of the placement this will be theirs to keep if the full term of the bursary is fulfilled.

Depending on current guidelines it is likely that trainees will need to work from home for at least part of their week. Appropriate IT access will be provided if required. Any equipment that is loaned for the project will need to be returned at the end.

Person Specification

ESSENTIAL
Interest in heritage conservation and a desire to find out more
Work experience (paid or voluntary) within the heritage sector
Ability to work as part of a team and receive instruction to work independently
Good communication and interpersonal skills
Good ICT Skills
A willingness to learn and commitment to complete the full term of the bursary
Ability to travel to Heritage Lincolnshire offices
DESIRABLE
Demonstrable experience within a relevant sector, or an appropriate degree
Well organised and able to multi-task between projects
Ability to travel to sites across Lincolnshire

This placement would suit a recent graduate with a relevant degree and interest in the sector, or someone who has already begun a career within heritage who wishes to specialise and work towards IHBC Affiliate Membership. The cost of affiliate membership (if required) will be covered by the project.

Trainees will receive a monthly stipend of £1080 to cover your living and travel costs. This is tax free and does not include any National Insurance. If you currently receive any benefits you should make your local authority aware if you are successful in taking up this placement as it could affect these.

There is an Access Fund available at the discretion of the Project Steering Group which can provide assistance if there is a barrier which may prevent a potential bursary trainee from taking up a placement, for example excessive transport costs, childcare costs, or adjustments for additional needs. Please make your need for this clear in your expression of interest.

This training opportunity will last for 6 months. No ongoing employment is guaranteed with Lincolnshire County Council or your placement host.

Application is via the expressions of interest form which can be found online at:
<https://www.lincolncastle.com/hes-traineeships>

Or it can be requested via Email: HES@lincolnshire.gov.uk | Phone:01522 552 434

The deadline for applications is: 11:59pm on Sunday 28th February 2021. The Historic Environment Skills project is not bound to consider any applications which arrive after this deadline.

Interviews to take place week beginning 22nd March for a placement starting week beginning 19 April.