



Tomintoul & Glenlivet Development Trust

TOMINTOUL & GLENLIVET LANDSCAPE PARTNERSHIP

COMMUNITY HERITAGE OFFICER JOB DESCRIPTION

Fixed Term Contract 3.5 yrs. £24,341 - £28,475 (pro rata) 30 hrs per week.

The Tomintoul & Glenlivet Landscape Partnership is funded by Heritage Lottery Fund, Cairngorms National Park Authority, Crown Estate, Moray Council and Highlands & Islands Enterprise to deliver a range of cultural and natural heritage projects as part of the Tomintoul & Glenlivet Regeneration Strategy. A staff team and a range of local groups and volunteers will deliver and monitor the projects which have been identified and developed in the Landscape Conservation Action Plan.

The Community Heritage Officer will be based in Tomintoul and work flexibly as part of a small team. The Community Heritage Officer has specific responsibility for delivery of cultural heritage projects in the TGLP scheme and will also support other staff members where necessary.

This is a 3.5 year fixed term contract employed by Tomintoul & Glenlivet Development Trust.

Overall Purpose

- To lead the delivery of cultural heritage projects within the Tomintoul and Glenlivet Landscape Partnership (TGLP) scheme

Specific Project Responsibilities

- Deliver Cultural Heritage project elements – coordinate training, survey and recording work for the Historic Environment Scotland project
- Co-ordinate Dark Sky project to achieve International Dark Sky Park status
- Support Cultural Heritage and Oral History volunteers
- Develop a local heritage hub as part of the Tomintoul Discovery Centre (refurbished Tomintoul Museum) with on-line and physical archive of local material
- Support and develop Discovery Centre volunteers

- Support Scalan events and volunteer guides
- Support local schools and community groups with heritage events and activities related to TGLP
- Work with TGDT to develop Heritage Centre as sustainable community facility

Community

- Ensure the community is actively engaged in the progress and the delivery of projects

Partnership

- Communicate effectively with partners and engage new partners as required.
- Manage relevant project budgets and provide information on budget claims and progress reports to the Programme Manager for the Heritage Lottery Fund and other funders as required
- Work with partners to secure identified external match funding sources

Project Management

- Work with partner organisations and project staff to ensure delivery of TGLP projects in line with project plans, activity plans and budgets.
- Ensure monitoring and evaluation requirements are met and reported
- Ensure good working relationships are maintained between project partners and links between projects are embedded and strengthened

Communications

- Ensure all partners and the local community are fully engaged in and briefed on progress with the cultural heritage projects delivery
- Deliver regular progress reports and communications to communities and partners including website, social media and written updates.
- Co-ordinate series of educational events – walks and talks relating to project delivery and progress

Other

- To carry out the above duties in line with the TGDT Policies and Procedures
- To carry out further duties as and when required in line with the grade of the post

Person Specification - Knowledge, experience and training

ESSENTIAL

- Excellent communicator with positive and realistic 'can-do' attitude.

- Substantial experience of project planning, development and management, ideally in a cultural heritage environment
- Experience of volunteer development and management
- Good understanding of landscape, cultural heritage, tourism and rural development issues
- Experience of working in partnership with a range of stakeholders in the public and private sector, including community engagement;
- IT literate with an ability to work on own initiative, delivering to agreed deadlines
- Educated to degree level or equivalent experience with a positive attitude to personal development
- Driving licence (Other arrangements will be considered for those with a disability which prevents driving).

DESIRABLE

- Knowledge and understanding of the Tomintoul and Glenlivet area
- Experience of oral history, archaeology and heritage centre management
- Experience of working with school groups

Closing date for both posts is 5pm Friday 12th May 2017, interviews are expected to take place on the 5th & 6th June.

Application is by CV and covering letter detailing how your skills and experience fit the job description. For a full job description please call Oli Giles on 01807 580358, visit www.tgdt.org.uk or email oliver@tgdt.org.uk