



ULSTER ARCHITECTURAL HERITAGE

JOB DESCRIPTION: HERITAGE PROJECTS OFFICER for the Heritage: In Your Hands Project.

Summary: The role of Heritage Projects Officer has been developed as part of the Ulster Architectural Heritage, Heritage: In Your Hands (HIYH) Project, funded by the National Lottery Heritage Fund Northern Ireland.

Main Activities:

Reporting to: The Chief Executive and Committee the Ulster Architectural Heritage.

Working with: The Chief Executive and other members of UAH staff including the Executive Assistant, the Events and Communications Officer and the Heritage at Risk Officer, together with the Committee and Sub-Committees of the UAH.

Responsible for: The delivery of the Heritage: In Your Hands Project in collaboration with key consultants, other UAH staff and committee(s). This is specifically aimed at, but not restricted to:

- (1) lead on the development of a suite of traditional and technological public participation tools including short guides, and associated toolkit and a heritage recording and reporting app;
- (2) lead on provision of associated promotional events and outreach activity to general public and local communities across NI in the form of launch events, networking events, roadshows, workshops, competitions and exhibitions.

Term: Fixed term contract, until 31st December 2022.

Hours: 37.5 hours, 9.15am-5.00pm, Monday to Friday.
Out of hours work, and travel will be required.

Salary: £26, 317 per annum, pro rata. Point 22 on the 2018-2019 NJC Scale.

Location: Old Museum Building, 7 College Square North, Belfast, BT1 6AR. Other locations, as required.

MAIN ACTIVITIES:

YEAR 1: DEVELOPMENT

- To consult with key stakeholder/local groups and local representatives and the general public in the development of the project. Lead project development focus groups and steering group;



- To lead the content production of 'HIYH 'Heritage: How To?' short guides on themes relating to people and community led action for built heritage in Northern Ireland. Lead on the content and production of an associated, more detailed online toolkit.
- To lead the design and production of a 'HIYH Heritage Recording & Reporting App' with the designated consultant leads;
- Work with Branding, App Development and Web Development consultants/providers to help them deliver key roles relating to the delivery of Heritage: In Your Hands Branding, Web Provision and App, to the best standard of information provision and user functionality;
- Ensure that the HIYH project resources: short guides, toolkit and app, best meet the needs of the public user, in accordance with the project aim of maximising public participation in the protection of built heritage, effectively through traditional and technological means;
- Work with Evaluation consultant to develop a project evaluation plan. Follow evaluation processes for collection of evaluation feedback/data in line with the agreed plan. Report data to the Chief Executive for reporting purposes;

YEAR 2 & 3: LAUNCH AND OUTREACH

- Give advice and support to local groups/individuals in the use of the HIYH resources as required;
- Work directly with local groups across NI to upskill in ability to 1) read, 2) research and 3) record their local built heritage supported by/through the above resources;
- Help local groups/individuals to 4) respond to and take action for their built heritage by:
 - Leading local groups in the compilation of local lists of built heritage for 6 local areas, including leading or assisting with capture of imagery by way of drone device;
 - Helping to set up/strengthen local groups and/or develop ideas for built heritage projects for existing/newly established groups in 6 local areas, including development of outline project plans, where required;
- Answer queries from, and assist media, UAH members and the general public on the HIYH project including issues of local concern, historic building repair, grant, project and planning matters;
- To ensure the HIYH website and social media channels are updated to promote the project frequently throughout the delivery period;
- To lead on the promotion and scheduling of events associated with the project. Give presentations/talks to audiences as part of the HIYH outreach, at events/roadshows/workshops;



YEAR 3: CONSOLIDATION

- Lead on a HIYH calendar competition, to promote uploads to the HIYH app, and provide income source;
- Lead on the production of a HIYH travelling exhibition to profile the outcomes of the above activity and further promote the app;
- At end of HIYH project, assist the UAH Chief Executive, other UAH staff and Committee(s) to plan associated longer term consultancy strands;
- At end of HIYH project, assist the UAH Chief Executive, other UAH staff and Committee(s) and evaluation consultant to carry out evaluation of the project.

Work closely with the Chief Executive, and other UAH staff and Committee(s) to make best use of management and administrative support for the successful delivery of the above aims in accordance with budget, timescales, and outcomes contained in the NLHF Application and Project Plan.

Activity is not restricted to this list. Other similar and/or reasonable activities may present themselves as part of the development and/or delivery of the Heritage: In Your Hands Project. The Heritage Projects Officer will be tasked with these alongside or instead of above tasks.



HERITAGE PROJECTS OFFICER- PERSONAL SPECIFICATION

	Essential	Desirable
<u>Education & Qualifications</u>	Degree or equivalent professional qualification.	Degree in architecture, archaeology, building surveying, planning or associated discipline.
	Full driving licence and availability of motorised transport.	Post-graduate qualification in architecture, archaeology, building surveying, planning or equivalent experience.
<u>Knowledge</u>	Knowledge of issues relating to the protection of historic buildings in Northern Ireland.	Experience of delivering programme(s) for community participation in built heritage.
	Working knowledge of issues relating to built heritage, the planning system and policy in Northern Ireland and changes to planning associated with local government reform.	
<u>Skills</u>	Excellent written communication.	
	Ability to understand/ use apps.	Experience of development of apps.
	Ability to understand/ use websites and online resources.	Experience of development and management of websites and online resources.
	Experience of use Social Media platforms as a communication and marketing tool.	
	Good presentation skills and expertise in communicating complex issues to a range of audiences.	
	Good IT skills.	



<u>Experience</u>	Experience of working in the built heritage sector.	Experience of working with/in association with funders, and public administration.
	Highly motivated and able to motivate others.	Experience in training and capacity building.
	Demonstrable ability to work as part of a team.	
	Highly organised and able to prioritise workload.	
	Demonstrable ability to plan and deliver projects.	