



## **ULSTER ARCHITECTURAL HERITAGE**

### **JOB DESCRIPTION: HERITAGE PROJECT DEVELOPMENT & PLANNING OFFICER**

**Summary:** The role of Development Officer has been introduced to further develop Ulster Architectural Heritage's sustainability by expanding the scope of operations and projects over the next 3 years. The position is supported by the Esmé Mitchell Trust. This job focuses on consultancy and project development, particularly work in relation to the Old Museum Building: Back to Life project. It also includes research, survey, planning and policy work.

**Reporting to:** The Chief Executive of Ulster Architectural Heritage.

**Working with:** The Chief Executive and other members of UAH staff together with the Management Committee and Sub-Committees of the UAH.

#### **Responsible for:**

- 1) **Consultancy Development:** development of UAH's built heritage preservation consultancy operations for public and private sector clients and supporting projects including project planning, testing, fundraising and associated communications;
- 2) **Project Delivery:** delivery of projects (including consultancy projects), to which may include inter alia, built heritage surveys, audits, research, public engagement activities and associated communications;
- 3) **Planning & Policy:** Development and implementation of a system for monitoring and responding to planning applications and policy relevant to the historic built environment and associated communications.

**Term:** Fixed term contract, 3 years.

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

**Salary:** £27, 041 per annum, pro rata. Point 22 on the 2020-21 NJC Scale.

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

#### **MAIN ACTIVITIES:**

- 1) In consultation with the Chief Executive and stakeholders as required take the lead in the development of the Old Museum Building project, new project/consultancy proposals, plans and applications for funding etc;



- 2) Work with central/local government, individuals, groups and communities to develop and deliver projects that help to develop the general understanding of built heritage, its value, how it may be protected, and the potential for heritage led regeneration;
- 3) Conduct built heritage surveys, audits, research, and public engagement activities relating to UAH consultancy/project work, as required. In particular, help to implement development projects that test and further develop plans associated with the reuse of the 'at risk' Old Museum Building, Belfast, for the medium and longer term;
- 4) Monitor and, in consultation with the CEO, make policy based comment on listed building and conservation area planning applications, not excluding other undesignated historic buildings. Make formal and informal direct and indirect representations to Area planning offices, the planning appeals commission, Local Authorities and other organisations as required;
- 5) Monitor changes to the planning system, particularly in relation to local development plans;
- 6) Ensure the website and social media channels are updated with appropriate planning/project/consultancy news and information;
- 7) To lead workshops, give illustrated talks and develop other communications activities that will highlight the importance of the work of UAH as well as issues relating to the preservation of the historic environment.

**Activity is not restricted to this list. Other similar and/or reasonable activities may present themselves. The Heritage Project Development & Planning Officer may be tasked with these alongside the above tasks.**



## HERITAGE PROJECTS OFFICER- PERSONAL SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b><u>Education &amp; Qualifications</u></b>	Degree or equivalent professional qualification.	Degree in architecture, building surveying, planning or an associated discipline.
	Full driving licence and availability of motorised transport.	Post-graduate qualification in architecture, archaeology, building surveying, planning or equivalent experience.
<b><u>Knowledge</u></b>	Knowledge of issues relating to the protection of historic buildings.	Experience of delivering programme(s) for community participation in built heritage.
	Working knowledge of issues relating to built heritage, the planning system and policy.	Working knowledge of issues relating to built heritage, the planning system and policy in Northern Ireland and Republic of Ireland.
<b><u>Skills</u></b>	Excellent written communication.	
	Experience of the use websites and online resources.	Demonstrable experience of development and constructive management of websites and online resources.
	Demonstrable use of social media platforms as a communication and marketing tool for development audience engagement and corporate communications.	Direct experience of social media management tools, including analytics.
	Good presentation skills and expertise in communicating complex issues to a range of audiences.	



	Good IT skills across a range of common business packages, e.g. Word, Excel, Outlook, and databases.	Skills in use of Geographic Information Systems, Arc GIS.
<b><u>Experience</u></b>	Minimum of 2 years' experience of working in the heritage sector or 2 years' experience working with built heritage in the architecture, planning, or building surveying fields.	Experience of working with/in association with funders, and public administration.
	Demonstrable experience in project management, planning and delivery.	Experience of fundraising/helping to develop funding applications and/or project plans.
	Demonstrable ability to work as part of a team.	
	Demonstrable experience in being highly organised and able to prioritise workload.	