



Glasgow City Heritage Trust

Job title: Heritage Officer- Activities (maternity cover)

Salary: £21,000

Contract type: Fixed term, full time, maternity cover

Location: Your normal place of work is the GCHT offices at 54 Bell Street in Glasgow city centre, with meetings and events across Glasgow as required.

Hours of work:

The normal full time working week is one of 35 hours, Monday- Friday. GCHT offers flexible working within the core working hours from 10am to 4pm, with a minimum 30 minutes lunch break.

Annual leave:

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays.

Pension:

The Trust offers an auto-enrolment, local government contributory pension scheme for all staff (Strathclyde Pension Fund) with generous employer contributions.

Job description:

The Heritage Officer (Activities) supports the delivery of the Trust's Historic Built Environment Activities programme and manages a caseload of internal grants. The core of this role is working closely with residents, communities, professionals and contractors in Glasgow in support of the Trust's Strategic Plan to promote the benefits of safeguarding, enhancing and engaging with Glasgow's Historic Built Environment.

Reporting relationship:

This post reports directly to the Heritage Manager (Activities) and works closely with the other Heritage Officer (Activities).

Main responsibilities:

- To develop, administer and monitor a caseload of grants activities ensuring compliance with set terms and conditions.
- To be proactive in organising activities independently and in collaboration with other organisations to inform diverse audiences of the benefits of Glasgow's built heritage.
- Provide educational advice, technical guidance and support to professionals, heritage groups, residential and owner associations and the general public.
- Provide support to the team to maximise the effectiveness of our grant activities.
- Promote ongoing care and maintenance of Glasgow's traditional buildings.
- Encourage Glaswegians to take ownership of their historic environment and look after it for future generations.
- Encourage the use of traditional skills and materials in the repair of Glasgow's traditional buildings.
- Create a "sense of place" for communities living in Glasgow's historic environment.
- Attend local heritage festivals to engage with locals and visitors.

- Encourage diversity as well as local pride in communities living, working or visiting Glasgow's historic environment.
- Promoting Trust activities on social media and regular updating of the Trust's website.
- Plan, review and maintain the budget for the activities programme.
- Maintain paper and electronic files for the assessment, management and monitoring of activities using bespoke systems, including compliance with audit procedures.
- Write reports on outcomes achieved by the provision of Historic Built Environment Activities.
- Write minutes of Committee meetings.
- Report to Committee and Board meetings when required.
- Support the Trust's delivery of Historic Built Environment Grants.
- Carry out any other duties which the board of Trustees or the Director deems appropriate.

Personal specification:

	Essential	Desirable
Qualifications or experience	<p>Relevant experience gained in heritage, events management, project management, community engagement or similar in a customer facing role.</p> <p>Experience of managing multiple projects or activities.</p> <p>Some PR and marketing experience, using social media and other tools to reach a wide and diverse audience.</p>	<p>Degree or equivalent in a relevant area</p> <p>Experience of delivering an Activities/ Events programme.</p> <p>Experience of project monitoring and evaluation.</p> <p>Experience of partnership working in a related field.</p>
Skills	<p>Proven ability to communicate successfully at all levels and build and maintain a network of contacts and partnerships with other organisations.</p> <p>Excellent written and oral communication skills.</p> <p>Excellent customer service skills.</p> <p>Confident in the use of IT and in particular Apple computers and software such as WordPress.</p> <p>Ability to maintain accurate digital and paper records.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Ability to work effectively in a team and independently.</p> <p>Ability to work occasional evenings and weekends and to travel across Glasgow to attend events.</p>	<p>Financial management skills.</p>

Knowledge	Informed interest in and knowledge of Glasgow's historic built environment. Understanding of GCHT's aims and values.	Understanding of how to handle sensitive and confidential information, including GDPR requirements.
------------------	---	---