Job Description

Heritage and Volunteering Officer

**Purpose**: To lead on heritage based activities and interpretation at All Souls Bolton. To assist on the delivery of the business, activity and communication plans. To support site income generation.

**Responsible to**: Centre Manager, All Souls Bolton

**Responsible for:** Volunteers

Number of days: 18 hours (net)

Length of Contract: 2 years

Job Level: 6

# Task Description

All Souls Bolton is a Grade II\* historic church that was regenerated by The Churches Conservation Trust in 2015 into a community, enterprise and heritage space in the Crompton area of Bolton, with significant investment from the Heritage Lottery Fund.

The future success of All Souls Bolton will depend on the delivery of the business plan and associated activity plan, and it’s recognition by the local community as their asset.

All Souls continues to benefit from Heritage Lottery funding and is entering a new phase of targeted and focused activities. It will be key to the success of the centre, that activities are relevant to the local community. The post holder will work with the Local Partnerships Officer to deliver the activity plan.

Key Tasks

1. **Lead on developing heritage based activities**
* Actively engage with the local community to identify heritage appropriate to the area and/or the church
* Develop a programme of activities to deliver and build upon the activity plan in tandem with the Local Partnerships Officer
* Work closely with Hallowell History Society to develop joint heritage activities
* Work in collaboration with the Heritage Learning Officer on education and learning initiatives
* Create partnerships with local organisations and groups to develop and deliver learning opportunities for a wide ranging audience group, including schools and colleges, as set out in the activity plan
* Review current and develop new heritage interpretation facilities
* Support the existing tenants to engage with the building and activities
* Work with the Local Partnerships Officer on the delivery of the activity plan
1. **Train and support volunteers**

The post holder will develop a team of volunteers and will:

* Identify volunteering opportunities within their work area
* Work with the Volunteering Officer and All Souls team to recruit, induct, train and manage a team of volunteers
1. **Support operations to ensure long term sustainability of All Souls**
* Contribute to the development of a programme of special events, designed to attract newer audiences to the site and secure repeat visitors
* Act as duty manager and undertake front of house duties when required
* Provide support for hires and events in the building
* Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements
* Develop sustainable plans with the Centre Manager to enable the continuation of heritage activities and volunteering post HLF funding

Additional Information

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff has a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

# Person Specification

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| **Requirement** | **Essential** | **Desirable** |
| **Education and Training** |
| 1. Level 3 qualification in a relevant area such as cultural heritage, or arts management, volunteering management
 | **X** |  |
| **Experience** |
| 1. Experience of delivering learning, community engagement, or audience development programmes in a heritage setting
 | **X** |  |
| 1. Experience of local communities and working with a range of communities
 | **X** |  |
| 1. Experience of recruiting and managing volunteers
 | **X** |  |
| 1. Understanding and experience of managing budgets
 |  | **X** |
| **Knowledge, Skills & Abilities** |
| 1. Knowledge of heritage sector learning, interpretation and access issues
 | **X** |  |
| 1. Effective interpersonal, networking, communication, and presentational skills
 | **X** |  |
| 1. Ability to take initiative, identify priorities and plan activities
 | **X** |  |
| 1. Understanding of the challenges of working within historic buildings
 |  | **X** |
| **Personal Qualities** |
| 1. Self-motivated, enthusiastic, approachable and confident
 | **X** |  |
| 1. Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours
 | **X** |  |

## **Job Requirements**

* The post holder will be required to have an up to date enhanced DBS
* A willingness to travel, using public transport as far as possible
* Attendance at regional staff meetings and some full staff meetings in other parts of the UK
* It will be necessary to attend CCT meetings in Leeds and London.
* Excellent ICT skills and the ability to be self-sufficient in terms of administration

**Key working relationships**

You will be expected to work closely with the Centre Manager, Operations Manager, North and regional colleagues, local partners, users and tenants of All Souls and volunteers.