

Job title:	Heritage Training and Skills Coordinator	Position type and contract length:	Fixed term part-time contract. 24 hours per week until end of February 2026
Location:	Office based in Wirksworth, Derbyshire. This post will require travel around the county.	Employer:	Derbyshire Historic Buildings Trust (DHBT) reporting to the Executive Officer.
Salary:	£35,000 per annum pro-rata (£21,000)	Closing date:	Monday 26 th February 2024 @5pm
Travel expenses:	Other than to the office, reimbursed at cost for standard-class travel via public transport or at AA published rates for travel using own car.	Holidays:	Pro-rata 28 days per annum for 40 hrs/wk. FTE - incl. Bank Holidays – (16.8 days)

Applications Accepted By:

Email: lucy@derbyshirehistoricbuildingstrust.org.uk

Subject line: Heritage Training and Skills Coordinator Application

If you have any questions about this role, please contact Lucy Godfrey (Executive Officer) via the email above.

Job description

ROLE PROFILE

The Heritage Training and Skills Coordinator (HTSC) will support the Trustees of Derbyshire Historic Buildings Trust to achieve their mission to inspire people by sharing knowledge through the DHBT Academy that will enhance the care of historic buildings in Derbyshire.

The HTSC will be working towards DHBT's vision to be the source of knowledge and centre for coordinating the rescue and care of Derbyshire's built heritage.

The HTSC will undertake detailed research and development work to devise a formal and replicable strategy that will ensure traditional building skills training is incorporated into all DHBT's future capital projects. They will identify potential partners and establish roles, responsibilities and resources based on an understanding of the needs of the workforce and the local community.

To help this process, the HTSC will work with the DHBT steering group to deliver paid heritage skills training placements for work being carried out on their HQ building in Wirksworth. Learning and evaluation from this exercise will inform future approaches.

This post has been made possible thanks to funding from The National Lottery Heritage Fund and is part of a wider project 'Saving our Heritage for Everyone' to ensure the DHBT become more resilient.

To find out more about DHBT: www.derbyshirehistoricbuildingstrust.org.uk

MAIN DUTIES AND RESPONSIBILITIES:

- Working with the DHBT and other stakeholders, research the potential and approaches for incorporating training opportunities into on-site DHBT projects; placing the Trust as a focal point of local knowledge for those involved with traditional skills and materials.
- Lead on the development of new training opportunities and resources, both independently and in collaboration with other organisations, to address existing and future demands.
- Build close working relationships with academic delivery partners and other relevant and educational and professional bodies. This might include short term student placements.
- Coordinate at least 3 construction training placements at DHBT's HQ building in Wirksworth and act as the principal point of contact for students, trainees, and academic delivery partners, providing support throughout the programme.
- Help to deliver a Heritage Skills/Conservation Festival in Derbyshire in 2025 to showcase craftspeople and celebrate those working in the sector.
- Engage with communities through providing training opportunities in traditional skills.
- Work with the DHBT and other stakeholders to produce resources that support the management and maintenance of historic buildings (e.g., 'How To' Guides, a series of short films etc.).
- Advise on potential funding sources to support training initiatives.
- Advocate and support the development of the DHBT Crafts Register.
- Work closely with the DHBT Heritage Development Officer (a new post, also to be employed as part of this project) to ensure all projects consider the delivery of heritage skills training as an integral aspect of delivery as opposed to an 'afterthought'.
- Work closely with the Evaluation Consultant and gather and provide data as required.
- Manage meetings with consultants and other stakeholders.
- Manage a small budget relating to training development and delivery.
- Represent the DHBT in official meetings with statutory bodies, funders, potential end users etc.
- Report to the DHBT steering group and to project stakeholders as required.
- Publicise project work through local, national, and digital media.
- Such other duties and responsibilities as may arise from time to time.

PERSONAL SPECIFICATION:

SKILLS, EXPERIENCE AND KNOWLEDGE REQUIRED (D=DESIRABLE E=ESSENTIAL)

- Experience of training and developing others and knowledge of how qualifications in traditional building construction skills are obtained (E)
- Experience of developing projects/initiatives that are accessible to a range of audiences (E)
- Experience of budget management (E)
- Understanding of the preservation and care of listed buildings (E)
- Experience of writing risk assessments (E)
- Excellent interpersonal skills with the ability to communicate effectively at all levels with a wide range of people and in a variety of ways (E)
- Ability to build partnerships with a wide range of organisations and individuals (E)
- Excellent organisational skills (E)
- Ability to work flexibly to meet the requirements of the role (E)
- Informed interest and knowledge of Derbyshire's historic built environment (D)
- Practical conservation experience (D)
- Some experience of working with funding bodies, ideally The National Lottery Heritage Fund (D)
- Event organisation experience (D)

HOW TO APPLY:

If you are interested in this role, please send a copy of your CV and a written application outlining in detail your skills, experience, and knowledge in relation to the job requirements above. Please include examples of similar roles or jobs you have undertaken, and why you would like to be considered for the role. Include two people we can contact for references. **Please note that candidates will be assessed for suitability for the role against the criteria of the personal specification alone.**

Your completed application should be no longer than 2000 words.

No other documents should be supplied with your application.

Please submit your application by **5pm on the 26th February 2024 to Lucy Godfrey:**
lucy@derbyshirehistoricbuildingstrust.org.uk

Shortlisted applicants will be called for an interview in Wirksworth, currently scheduled for the **4th March 2024.**

We will hope to notify applicants of our decision by the 8th March and would be looking the post-holder to start in role as soon as they are able to.

Reviewed by:	Steering Group	Date:	310124
Approved by:	Steering Group	Date:	030224
Last updated by:	LG	Date:	050224