

Job title:	Heritage Development Officer	Position type and contract length:	Fixed term part-time contract. 32 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 (£28,000)	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 40hrs/wk. FTE – incl. Bank Holidays – (22.4 days)

Applications Accepted By:

Email: lucy@derbyshirehistoricbuildingstrust.org.uk

Subject line: Heritage Development Officer 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 Development Officer (HDO) will support the Trustees to achieve their mission to identify buildings at risk and work with others to propose sustainable new uses. The HDO will help to ensure the DHBT becomes a more resilient organisation that will save, sustain, and champion vulnerable heritage buildings in Derbyshire for the benefit of local communities.

A key aspect of the HDO role is to work in partnership with representatives from the West Midlands Historic Buildings Trust (WMHBT) to test and develop their Buildings at Risk app (BaR app), which they have commissioned following a Capacity Building grant from Historic England.

See more information here about the app: <https://wmhbt.org.uk/blog/buildings-at-risk-volunteering-hub/>

The app will be used in at least two areas of Derbyshire (Amber Valley Borough Council and Derby City), ahead of a county-wide survey, and the post holder will work with stakeholders, including Derbyshire County Council, to explore the options for how the gathered data will be best stored and shared.

The testing of the app will involve recruiting, training and managing volunteers who will undertake the buildings at risk surveys in the agreed areas. From this work, local 'heritage at risk' registers will be created.

The post holder will also work with the DHBT Buildings at Risk steering group to develop an agreed approach to the assessment, management, and decision-making processes for future projects through key stages in their development.

This role will involve significant time visiting sites and organisations across the county. An office space will be provided at DHBT's HQ in Wirksworth, where meetings are likely to take place.

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 as an organisation.

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

MAIN DUTIES AND RESPONSIBILITIES:

- Working with the DHBT and other stakeholders, create a 'heritage at risk' register for Amber Valley Borough Council and Derby City Council (minimum) using the BaR app created by the WMHBT.
- Engage the local community and create volunteer opportunities for proactive involvement in the identification and rescue of heritage buildings in their local historic environments.
- Work with the WMHBT and other stakeholders to determine how the data gathered by the surveys is best accessed, stored and shared.
- Work with the WMHBT to support the development of BaR training modules and to identify ongoing support requirements.
- Work with the DHBT steering group to develop a formal and replicable approach to the assessment, management, and decision-making processes for future projects.
- Research and highlight funding opportunities to support potential projects – including funding for early-stage project viability.
- Work closely with the DHBT Heritage Training and Skills Coordinator to ensure all projects consider the delivery of heritage skills training as an integral aspect of delivery as opposed to an 'afterthought'.
- Supervise the work of the part-time Volunteer Coordinator (a paid training placement via the University of Derby) and ensure volunteer recruitment focuses on involving a wide range of people.
- Work closely with the project Evaluation Consultant and gather and provide evaluation data as required.
- Manage meetings with consultants and other stakeholders.

- Manage a small budget relating to the delivery of the 'buildings at risk' element of the project.
- 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.
- Support the publicity of the project 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 working within the heritage/cultural/community development sector (E)
- Experience of developing and delivering public activities and working with volunteers (E)
- Experience of managing budgets (c.£25,000) (E)
- Some experience of working with funding bodies, ideally The National Lottery Heritage Fund (E)
- A broad understanding of the heritage sector (E)
- An understanding of the preservation and care of listed buildings (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, including digital channels (E)
- Excellent organisational skills (E)
- Knowledge of the built heritage of Derbyshire (D)
- An understanding of the local and wider relevant government environment and the roles and responsibilities of elected members and officers (D)
- Knowledge of the WMHBT BaR app (D)
- Understanding of GIS systems (D)
- Knowledge of potential funding sources for heritage projects (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@derbyshirehistoricbuildingtrust.org.uk

Shortlisted applicants will be called for an interview in Wirksworth, currently scheduled for the 6th 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/Time:	050224