



THE FOYLE CIVIC TRUST

JOB DESCRIPTION: HERITAGE PROJECT OFFICER

Summary:

As Heritage Project Officer, you will work under the direction of the Project Manager to support the delivery of the development stage of the built heritage project. The built heritage project is an exciting initiative that is being developed to support custodians of historic buildings in the Derry City area.

Term: Fixed Contract, 1 year, possibility of extension subject to additional funding for phase 2.

Hours: Full time, 9.00am-5.00pm, Monday to Friday. Out of hours work, and travel will be required occasionally.

Salary: £30,000 per annum.

Pension: 5% Employer's contribution.

Location: 35 Clarendon Street, Derry~Londonderry, BT48 7ER. Other locations, as required.

Reporting to: The Project Manager and Committee of the Foyle Civic Trust.

About the Built Heritage Project:

The Built Heritage Project is developing a collaborative approach to support the preservation of built heritage assets. It is formulating a consortium or membership model to support owners to care for our most important historic buildings. The project explores options for the provision of advice, guidance, and training for building owners and develops ways for owners to work together - such as shared management formats, resources, and collaborative procurement of planned preventative maintenance.

Phase 1 of the project involves 6 listed buildings, owned and used by lead cultural organisations in Derry City including:

The Playhouse, the Verbal Arts Centre, St Columb's Hall, and a group of buildings at Cultúrlann Uí Chanáin including: An tSeaneaglais (formerly known as 'the Glassworks'); Acadamh Ceoil Chaoimhín Uí Dhochartaigh; An Teach Scoile.

About The Foyle Civic Trust:

The Foyle Civic Trust (FCT) is a registered charity, established 1989, in the City of Derry. Our remit is to promote the protection and preservation of built heritage and promote high quality standards of planning and architecture across the north-west. FCT has recently secured funding from the National Heritage Lottery Fund for Phase 1 of the Built Heritage, pilot project.

Duties and Responsibilities include:

Under the direction and strategic guidance of the project manager, and the committee of the FCT, the project officer will support the day-to-day development of the Built Heritage Project to:

1. Convene regular meetings and effective communication to the consortium members, and internal and external stakeholders.
2. Plan, test, and consult on options for support, guidance, training and skills for owners of historic buildings.
4. Work with external contractors to plan, test and establish procurement processes for maintenance and repair contracts and collaborative maintenance programmes.
5. Lead project promotion e.g. events, presentations, press releases and social media for project promotion.
6. Design and establish an appropriate membership model, and development of membership to ensure the long-term sustainability of the project.
7. Contribute to the development of project plans for the phase 2 project proposal, for application to funders.

The Project Officer will ensure the highest standards of delivery and personal behaviour reflecting the core values of the Foyle Civic Trust Committee and Project Board.

Other similar and/or reasonable activities may present themselves as part of the project development. The Project Officer may be tasked with these in place of, or alongside, the above responsibilities.



Heritage Project Officer: Personal Specification.

Below is some guidance on the skills you might have as a suitable candidate, but this list is not exhaustive or to be considered restrictive. If you are interested, willing to learn and have initiative we would love to hear from you.

	Essential	Desirable
Qualifications	Degree level qualification in a subject relevant to working in the built environment and /or heritage sector.	Degree in architecture, building surveying, archaeology, heritage, history, or similar.
Experience	Experience in the successful development, and delivery of projects.	Experience in the successful development and delivery of culture, arts or heritage projects.
Knowledge	Knowledge of processes for effective project delivery.	Knowledge of the heritage sector.
	Knowledge of local history and heritage.	Knowledge of built heritage and the conservation of historic buildings.
Skills	High standard of written communication.	Experience of writing project plans and reports.
	Experience of developing and delivering resources, events and/or workshops for a range of audiences.	Experience developing and delivering resources, events and/or workshops for the culture, arts or heritage sectors.
	Experience of the use of websites and social media platforms.	Experience in using social media to market and promote an organisation, event or project to a variety of audiences.
	Good IT skills across a range of common business packages, e.g. Word, Excel, Outlook, and PowerPoint.	