

West Boathouse Heritage Engagement Officer



Job Description

Job Title: Heritage Engagement Officer – West Boathouse Project
Hours: Full-time, 35 hours per week, which may include evening and weekend working.
Salary: £28,000 per annum
Pension: Employer's contribution of 6%
Duration: 2 year fixed-term contract, starting early January 2019.
Reporting to: Staff Director, Glasgow Building Preservation Trust
Location: Offices of Glasgow Building Preservation Trust, Wellpark Enterprise Centre, 120 Sydney Street, Glasgow G31 1JF

Background

Glasgow Building Preservation Trust is delivering the Rejuvenation of the West Boathouse and is seeking to recruit a Heritage Engagement Officer to deliver the Heritage Activities and Interpretation Plan for the project. The National Lottery funded project will open up the River Clyde to all by removing barriers in order to enjoy and share the social, physical and psychological benefits of being part of a diverse river community. The project will redevelop the historic Category B listed timber framed boathouse into a fully shared and accessible facility to enable everyone to utilise the building and access the river Clyde.

We are seeking to appoint a Heritage Engagement Officer to work with rowing clubs and communities along the River Clyde to deliver a programme of heritage-based projects and activities for the West Boathouse Rejuvenation Project over a period of two years.

Role description

The engagement programme will take a holistic approach, encompassing aspects of both the cultural and natural heritage of the area and is designed to grow audiences and raise awareness of these assets. It will involve working with a diverse range of communities and organisations throughout the city. The programme will also create opportunities to better understand, interpret and manage the heritage of the clubs and sporting heritage more generally.

The projects will be planned and delivered in partnership, where practically achievable, with other service providers who have clients and / or audiences relating to the area around the West Boathouse and River Clyde to deliver a range of other socially, culturally and economically beneficial outcomes.

The programme will, where possible, be designed to allow for progression of understanding and skills (and other outcomes) amongst those who participate and it will result in a series of outputs, including exhibitions and heritage trails. Legacies will also include outcomes for members of the community (more and a wider range of people aware of and involved in their heritage) and for professionals in the heritage sector.

The Heritage Engagement Officer will have strong interests in and experience of engaging wider audiences in heritage, with a track record in working effectively with volunteers and schoolchildren and a background in heritage. She or he will have excellent verbal and written communication skills and a sound understanding of IT and will bring an enthusiastic, creative and practical approach to the role. A full driving license is desirable. A First Aid qualification, disclosure check and experience organising events are desirable, but training/processing of these once in post will be provided if necessary.

**Funding raised by
The National Lottery**

and awarded by the Heritage Lottery Fund



Main duties and responsibilities

The post holder will be the sole member of staff for the delivery of the heritage and interpretation activities, but support will be provided by the GBPT Project Development Officer and volunteers from various stakeholder organisations. The successful applicant will be:

- Leading the simultaneous development and delivery of all West Boathouse projects
- Ensuring projects are delivered in compliance with all relevant policies, procedures and standards
- Ensuring all outputs and outcomes are delivered in accordance with the programme plan and project designs
- Liaising with project partners, consultants and stakeholders
- Liaising with and recruiting volunteers and providing volunteer support
- Delivering workshops and training events
- Updating social media feeds and website content on a weekly basis
- Planning, organising and advertising public events
- Production of interpretation material
- Curating digital and hardcopy output

Person Specification	Essential	Desirable
A degree in heritage (history, archaeology, interpretation, outdoor learning) or a closely related subject.		*
Excellent understanding and knowledge of heritage practices.	*	
Significant experience of delivering heritage projects through working with volunteers and diverse audiences.	*	
Significant experience of producing interpretative materials, including heritage trails and small exhibitions		*
Significant experience of effective simultaneous running of multiple projects.	*	
Experience of running workshops and training events.	*	
Experience in generating digital heritage content.		*
Excellent communication and IT skills.	*	
Strong written and verbal presentational skills.	*	
Clean full driving licence and ability to travel independently.		*
First Aid at Work certificate.		*

Application Process

To apply, please submit your CV and, in a maximum of two sides of A4 paper, please describe your relevant skills and experience with reference to the job description and person specification. Please include two referees (including your current employer, if applicable).

These should be e-mailed to andrew@gbpt.org or sent to Andrew McConnell, Project Development Officer, Glasgow Building Preservation Trust, Wellpark Enterprise Centre, 120 Sydney Street, Glasgow, G31 1JF by the closing date.

Closing Date: Wednesday 14th November at 12 noon

Interviews: Shortlisted candidates will be invited to interview week beginning 19th Nov 2018.

Start date: The successful candidate should be available to start in early January 2019.