

JOB DESCRIPTION

Heritage Development Project Officer

GRADE	LC2 SCP 24 - 27 37 hours 2 year fixed contract
Responsible To:	Regeneration Manager
Responsible For:	Relevant community volunteers
<u>Overall Responsibilities:</u>	
<ol style="list-style-type: none"> 1. The delivery of the Council's Heritage Strategy 2. Delivery of Architectural Heritage Funded Christ Church Project 3. Establishment and support of suitable group(s) to support delivery 4. Working with heritage partners to support the delivery of council and shared projects and ambitions. 	

Specific responsibilities:

- 1) To support Crewe Town Council's Heritage Working Group in delivery of Crewe Town Council's Objectives to protect, celebrate and promote Crewe's Heritage:
 - Maintain the database of physical assets and notable people including buildings register.
 - Initiate and manage heritage- based projects, including researching and advising on the feasibility and review of a conservation area(s) for Crewe and to advise committee/council accordingly
 - Provide input and advice on town centre related projects to ensure that Heritage is presented in an accessible and informative way to visitors and the community.
 - Write funding applications and manage the Heritage Budget for Crewe Town Council.
 - Liaise with the Town Council's Marketing officer and PR support to create engaging stories and information about their work and Crewe's Heritage.

- 2) To work with Crewe Town Council, The Diocese of Chester and partners to develop the Christ Church Project:-
 - Establish a Development Trust or suitable community interest organisation to take ownership of Christ Church.
 - Organise and participate in the Christ Church working group, co-ordinating meetings and issuing minutes.
 - Liaise with and engage technical, legal and financial expertise to develop the Trust.
 - Recruit potential volunteers and board members.
 - Initiate and manage the next stages of project development to RIBA stage 3.
 - Investigate funding opportunities and make applications.
 - Ensure that the project meets funding guidelines and ensure that all required monitoring and management guidelines are adhered to.
 - Prepare briefs for consultancy work as required and liaise with relevant consultants.
 - Work with Cheshire East Council to procure an operator to manage the refurbished Christ Church building.

- 3) Work in partnership with and participate in the Crewe Cultural Forum.
 - Maintain contact with stakeholders in Crewe's heritage to help them to develop their roles in building the heritage offering of Crewe, such as Crewe Heritage Trust (Heritage Centre).
 - Work in partnership with key stakeholders to ensure heritage development projects complement strategic regeneration programmes, and that such programmes include, incorporate and celebrate heritage.
 - Advise the Town Council's Planning Committee on formulating consultation responses to planning applications with heritage implications.
 - Other duties reasonably compatible with and / or arising from the duties specified above.

- 4) To provide professional representation of the council
 - To properly represent the role and the council
 - To ensure health and safety compliance and high standards are maintained at all times
 - To ensure compliance with the service responsibilities for information and GDPR compliance
 - To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required.
 - Undertake relevant training when this is identified.

Crewe Town Council Heritage Development Officer Job Description v4

- To work in any premises in the ownership or interest of the Town Council in Crewe.
- To forecast spend and inform the financial management of the council as well as supporting the budget setting process
- Undertake such other duties as may be reasonably required by the Council.

Person Specification

Experience and Qualifications

	Essential	Desirable
Qualifications	A degree- level qualification, preferably in archaeology, architecture, conservation, history or heritage management.	Professional Conservation or Preservation Accreditation (IHBC, RICS, CIOB , RTPI or CIAT)
		Project management qualification
Experience		<p>Understanding of the planning process.</p> <p>Relevant experience in heritage building development.</p> <p>Experience of delivering grant funded repair or development projects.</p>
	Experience of organisational development in the field of third sector and not for profit organisations.	Experience in the transfer of assets and management of a trust or charity.
	Experience of project delivery.	Experience of project management. Experience of business planning.
Skills	Understanding of the principles of heritage-led regeneration.	Knowledge of urban architectural history.
	The ability to deal effectively with a range of people and experience in collaborative and partnership working with a wide range of people and stakeholders.	
	Excellent written and verbal communication skills.	Knowledge and understanding of public sector and government funding processes.
	Administration and Budgeting skills	Negotiation skills
	Digital media and IT skills	