

Heritage Trainee (Scotland) Recruitment Pack, April 2024

Resilient Networks: strengthening local heritage

Thank you for your interest in the position of Heritage Trainee. This pack is intended to provide all the information you need to decide whether you wish to apply for this role. If you have further queries, please contact our Development Officer for Scotland, Sarah Pearce, at sarah.pearce@heritagetrustnetwork.org.uk.

Equality and Diversity

Heritage Trust Network recognises the value that people from all backgrounds bring to the heritage sector and our organisation. It is important that the way we provide advice about community heritage regeneration reflects the diverse histories, cultures and interests of the localities in which we work. A diverse, representative workforce, where views are valued and championed, will enable us to achieve this. Heritage Trust Network is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to enable you to fulfil the role.

How to apply

1. Read the information in this pack in full
2. Complete the [online application form](#) by 22:00 on 6th May 2024. If you cannot access the hyperlink, paste this into your browser: <https://www.tfaforms.com/5121748>
3. [Download this document](#) to view the application form questions in advance.
4. Complete the separate and anonymous [online equal opportunities](#) monitoring form by the same date. If you cannot access the hyperlink paste this into your browser: <https://www.tfaforms.com/5121750>

If completing an online form presents a problem for you, please get in touch.

This post has been made possible thanks to funding from Historic Environment Scotland and National Trust for Scotland.

Recruitment timetable

Monday 8 th April 2024	Post advertised
Monday 6 th May 2024	22:00 deadline for applications
Week commencing 6 th May 2024	Shortlisting meeting
Week commencing 6 th May 2024	Emails sent to unsuccessful applicants, and successful applicants notified of interview dates
Monday 13 th and Tuesday 14 th May 2024	Interviews
Start date – June 2024	Dependant on successful applicant

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Summary of employment details

Job Title:	Heritage Trainee (Scotland)
Salary:	Pro rata of £23,400 p.a. (Real Living Wage)
Hours:	Full time (37.5 hours per week)
Reporting to:	Development Officer for Scotland
Holidays:	Pro-rata of 25 days per year plus 3 days shutdown between Christmas and New Year
Pension:	As per statutory auto-enrolment requirements
Location:	Working from home or from an agreed shared workspace anywhere in Scotland
Tenure:	Twelve month traineeship with a 2-month probationary period

About the Network

Bringing historic buildings and spaces back to life brings joy to so many people. It restores local pride and identity and creates jobs, workplaces, visitor attractions, educational facilities, arts venues and more. There are thousands of people undertaking this amazing work, either professionally or as volunteers, in all parts of the UK.

Heritage Trust Network is the membership body for independent community organisations, charities and social enterprises that are saving, restoring and managing historic buildings, parks, gardens, canals and railways. Our membership includes both organisations specifically set up to save heritage sites and community organisations that deliver other types of services and have chosen to operate from historic buildings and spaces. We also welcome individuals, businesses and local authorities that support local heritage action. Together we organise conferences, site visits, meetings and online resources where we can network and learn from each other and meet experts and funders.

We...

- Encourage people to get involved in saving local heritage buildings and places by forming new community organisations or working through existing ones
- Support these organisations to restore and reuse local heritage by providing information, advice, training, networking and peer-to-peer learning
- Champion the work and raise the visibility of community heritage organisations and highlight the range of public benefits they provide
- Advocate for a legislative, policy and funding environment that facilitates grassroots action for heritage.

The Network is growing and currently has over 750 members and we currently have a staff of six:

David Tittle, Chief Executive

Vicki Cox, Membership Officer

Beverley Gormley, Programme Manager

Sarah Pearce, Development Officer for Scotland

Jessica van der Drift, Outreach Officer

Izabella Maar, Heritage Trainee (Wales)

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The Network is governed by a board of directors which currently consists of twelve people drawn from our members and other professionals working in the field.

About Resilient Networks

Resilient Networks: strengthening local heritage is our funded activity in Scotland from April 2023 to March 2026. It is supported by Historic Environment Scotland and the National Trust for Scotland. With this funding we will continue our support of Heritage Trust Network members in Scotland that began with the Development Officer post in 2018, whilst creating a new Heritage Trainee opportunity for each year of the project and a new online training programme.

Resilient Networks will improve our existing services to our members and enable us to test and develop new ideas. Activities will include:

- A learning and networking events programme
- A new online structured learning programme
- Updates to our digital Toolkit of advice and guidance
- Support and advice for members
- Tailored support for groups working with church buildings
- Partnership working with the Make Your Mark campaign

Role

This is an opportunity for a recent graduate or returner to work to gain valuable experience in the community heritage sector by supporting Resilient Networks. The post-holder will be responsible for supporting all aspects of Heritage Trust Network activity in Scotland.

The post will be available each year in 2023/24, 2024/25, and 2025/26. We encourage applications from those who are located in Scotland, who will undertake this post as their sole employment, and who have a demonstrable interest in heritage (through personal interest, volunteering, work or study). This post is intended to be a starting point for someone wishing to enter the heritage and community driven regeneration sectors, those with an established career in heritage will not be considered.

Feedback from our 2023/24 Heritage Trainee (Scotland):

“I thoroughly enjoyed my traineeship with the Heritage Trust Network. I had the opportunity to try so many new things and really developed my skills in a lot of areas and grew in confidence.

I took on new responsibilities and felt supported by the team to carry out projects. I feel like this opportunity has greatly increased my ability to get a career in the heritage sector. The skills I developed were used to get a new job in the sector straight away!

I also feel like my knowledge of the sector has grown greatly and I have been able to meet people in the sector who have a range of different roles. I believe these connections will be fundamental in my future career.”

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Key responsibilities

1. Support the Development Officer for Scotland in the planning, promotion, organisation and delivery of events and training programmes, both online and in-person
2. Support the Development Officer for Scotland in the planning and delivery of the Scotland Branch Committee Meetings, and in the recruitment of new members to the committee
3. Contribute to and take part in the Make Your Mark campaign, including scheduling meetings and taking minutes
4. Connect and liaise with external partner organisations across Scotland and further afield
5. Research and draft case studies of members' achievements. Liaise with graphic designers to produce these where needed
6. Review and update existing Toolkit content and research and develop new content
7. Research and create content for the Network website, events, Newsletters (UK-wide and Scotland editions), online community and social media, including online research, telephone and on-site interviews, photography and filming
8. Support the processing and answering of casework queries from members, forwarding queries to relevant experts in the network and progress-chasing their resolution
9. Interact with the Network's online community to stimulate conversations
10. Undertake research and data entry to develop our lists of potential members and partners
11. Assist with recruiting young people from Scotland to the Network's Youth Forum and recruiting volunteers from Scotland to the Network's Digital Hero stream of volunteering

General responsibilities

12. Work closely with the Development Officer for Scotland and wider staff team and trustees to ensure the objectives and outcomes of Resilient Networks are achieved
13. Help to champion the restoration and reuse of historic sites throughout Scotland, particularly by non-profit community organisations.
14. Ensure that the services and communications to members are accessible and maintained to a high standard
15. Utilise the Network's central digital systems and website and participate in the meetings and joint activities of the Network's UK staff team
16. Produce reports for Historic Environment Scotland's progress reports and ensure all funders are acknowledged and thanked throughout our activities
17. Attend and produce reports for board meetings
18. Attend the Network's annual conference in Dunfermline from the 29th September to 1st October 2024

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Person Specification

Essential	Desirable
Training, experience and qualifications	
Qualification to degree level or equivalent qualifications or experience	Full UK driving license. Vehicle not provided but a mileage allowance is payable. Experience in a community or customer service role which involved working with a diverse range of people
Knowledge and skills	
<p>Good interpersonal skills with the ability to work with a diverse range of people</p> <p>Good organisational skills including the ability to keep detailed records</p> <p>Good verbal and written communication skills including the ability to adapt communication styles to a variety of circumstances</p> <p>Good digital skills including use of social media</p>	<p>Research skills</p> <p>Understanding of the following:</p> <ul style="list-style-type: none"> • community engagement with places • the benefits of the historic environment for people and places • the development process and the planning system • historic environment organisations, policies and practices • issues around diversity and inclusion in the heritage sector • the voluntary and community sector
Behaviours and values	
<p>Committed to equality, diversity and inclusion</p> <p>A strong interest in regeneration, heritage and sustainability in the built environment</p> <p>Self-motivated, and hard working</p> <p>Creative and adaptable</p>	Committed to improving environmental sustainability

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