

National Lottery Heritage Trainee (UK)

Recruitment Pack, February 2025

Essential Networks

Thank you for your interest in the position of National Lottery Heritage Trainee (UK). 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 UK Operations Manager, Beverley Gormley, at beverley.gormley@heritagetrustnetwork.org.uk

Equality and Diversity

The Heritage Network (currently transitioning from 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. The Heritage 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 12 noon on 10th March 2025. If you cannot access the hyperlink, paste this into your browser: <https://www.tfaforms.com/5155024>
3. 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/5155044>

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

This post has been made possible thanks to funding from the National Lottery Heritage Fund

Recruitment timetable

Dates	Details
Deadline	12 noon 10 th March 2025
Shortlisting	W/c 10 th March 2025
Interviews (online using Zoom)	26th March 2025
Unsuccessful interviewees notified and successful candidate appointed	End of w/c 24th March 2025



Summary of employment details

Job Title:	National Lottery Heritage Trainee
Salary:	£24,570 p.a.
Hours:	Full time (37.5 hours per week) for 12 months with a 3-month probationary period
Reporting to:	Programme Manager
Holidays:	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 the UK.

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. By reusing existing buildings our members are retaining embodied carbon and challenging the notion that regeneration means demolish and rebuild. There are thousands of people undertaking this amazing work, either professionally or as volunteers, in all parts of the UK.

The Heritage 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 who 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.
- Promote diversity and inclusion in the heritage sector.

The Network is growing and currently has over 900 members and a staff of eight:

David Tittle, Chief Executive

Vicki Cox, Membership and Digital Manager

Beverley Gormley, UK Operations Manager

Sarah Pearce, Development and Outreach Manager



Izabella Maar, Projects Assistant

Grace Richardson, Heritage Trainee (Scotland)

Fritha Costain, Business Development Manager

Beth Crockett, Marketing and Communications Officer

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 Essential Networks

This role is being created as part of the Essential Networks' project delivery phase. Essential Networks is a major development and resilience project that will transform the Network's ability to empower people to rescue and reuse historic buildings and spaces for the benefit of their communities. It will run from November 2024 to March 2029.

With a £1,364,588 grant from The National Lottery Heritage Fund, we aim to empower thousands of people, from a wide range of backgrounds, throughout the UK to come together to rescue and reuse historic sites for the benefit of their communities. We want to take the Heritage Network to the next level of effectiveness and resilience with the staff team, digital infrastructure and financial sustainability it needs to:

- provide a comprehensive programme of support, expertise, information, peer-learning and networking for all those working on local heritage regeneration.
- effectively celebrate, support and promote the importance of community-led heritage for sustainable regeneration.
- develop complementary networks of supportive businesses, local authorities and individuals.
- enable young people to participate fully in the community heritage sector.

This will enable hundreds more community organisations to successfully save and re-use the buildings and spaces their communities love and build a more resilient Network that is able to develop this work into the next decade.

We will develop a new member portal and website creating a single place for community heritage organisations to interact with the Network, access information and advice, renew memberships and book events. Initiatives, such as learning programmes, organisational health checks and an expert panel will provide new ways for community heritage organisation to become more effective and resilient. Outreach to marginalised communities will make the community heritage sector more diverse and inclusive. During the project our staff team will expand to 13 including:

- Development and Outreach Officer for Wales (part time)
- Development and Outreach Officer for Northern Ireland (part time)
- Development and Outreach Officer for England
- Heritage Trainee (England)



Who you are

You are a self-motivated and hard-working team member with a can-do attitude who is committed to equality, diversity and inclusion. Team spirit and excellent customer service runs throughout everything you do from timely communication with and support of colleagues, to the satisfaction of a job well done when helping members and building relationships. You are keen to develop your skills and increase your confidence presenting at online and in person events, in event, project and volunteer management. Your interest in regeneration, heritage and sustainability in the built environment is evident as is your willingness to help those who are rescuing, restoring and reusing older buildings.

Role

This is an opportunity for a person seeking to start their career in heritage (such as a college or apprenticeship leaver, recent graduate or returner to work) to gain valuable experience in the community heritage sector by supporting Essential Networks, a major development and resilience project for the Heritage Network, our members and UK heritage. The post-holder will be particularly responsible for assisting with the organising of events, overseeing the Network's Youth Forum and Digital Heroes initiatives with other trainees and producing case studies. This will include occasional evening and weekend work.

We encourage applications from those who are located in the UK, who will undertake this post as their sole employment, and who have a demonstrable interest in built 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 and those with an established career in heritage will not be considered.

Key responsibilities

1. Support the Programme Manager and other staff members in the planning, promotion, organisation and delivery of online and in-person events across the UK.
2. Research and develop content for the Network website, events, newsletters, online community and social media, through online research, telephone and on-site interviews, photography and filming.
3. Support the processing of casework queries from members, forwarding queries to relevant experts in the Network and progress-chasing their resolution.
4. Review and update existing Toolkit content and research and develop new content.
5. Undertake research and data entry to develop our lists of potential members and partners.
6. Work with the Development and Outreach Officers to research and draft case studies of members stories and impact. Liaise with graphic designers and translators to produce these as pdfs and printed pieces.
7. Help promote the annual impact surveys and support member organisations to complete them.
8. Work with the other trainees in the Network to support and organise the activities of the Youth Forum.
9. Oversee Digital Heroes initiative, including meeting with hosts and heroes
10. Oversee the youth forum, including charring meetings, presenting at and hosting events



General responsibilities

11. Work as a member of the Network team, covering for colleagues where required (including presenting at our Introduction to Heritage Network and Network Day events, and ensuring activities are complementary and deliver the Network's Strategy and Business Plan.
12. Help to champion the rescue and reuse of historic sites across the UK, particularly by charities, social enterprises and community organisations.
13. Ensure that all Network activities and communications to members are accessible, inclusive and of a high standard.
14. Represent the Heritage Network at online and in-person events.
15. Utilise the Network's agreed digital systems and protocols, and all other policies and procedures.
16. Attend the Network Conference in Bradford from 28th to 30th September.

Person Specification

Essential	Desirable
Training, experience and qualifications	
Experience relevant to this role which might include: <ul style="list-style-type: none"> • Volunteering or working at events • Working or volunteering with young adults • Working or volunteering with a heritage or community organisation 	Experience in a community or customer service role which involved working with a diverse range of people
Knowledge and skills	
Good interpersonal skills with the ability to work with a diverse range of people Good organisational skills including the ability to keep detailed records Good verbal and written communication skills including the ability to adapt communication styles to a variety of circumstances Good digital skills including use of social media	Research skills Understanding of the following: <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	
Committed to equality, diversity and inclusion	

<p>A strong interest in regeneration, heritage and sustainability in the built environment</p> <p>Self-motivated, conscientious and hard working</p> <p>Creative and adaptable</p>	
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