

Heritage Trainee (Scotland) Recruitment Pack

February 2025

Resilient Networks: strengthening local heritage

Thank you for your interest in the position of Heritage Trainee (Scotland). 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 and Outreach Manager, Sarah Pearce, at sarah.pearce@heritagetrustnetwork.org.uk.

Equality and Diversity

Heritage Network (formerly 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 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. [Download this document](#) to view the application form questions in advance.
3. Complete the [online application form](#) by 12 noon on 3rd March 2025. If you cannot access the hyperlink, paste this into your browser: <https://www.tfaforms.com/5163909>
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/5163913>

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 the National Trust for Scotland.

Recruitment timetable

Dates	Details
Deadline for applications	12 noon 3 rd March 2025
Shortlisting	W/c 3 rd March 2025
Interviews (online using Zoom)	W/c 10 th March 2025
Unsuccessful interviewees notified and successful candidate appointed	W/c 10 th March 2025
Start date	1 st April 2025



Summary of employment details

Job Title:	Heritage Trainee (Scotland)
Salary:	£24,570 (Real Living Wage)
Hours:	Full time (37.5 hours per week)
Reporting to:	Development and Outreach 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 Scotland
Tenure:	Twelve-month traineeship with a 3-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. 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.

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 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
- Promote diversity and inclusion in the heritage sector



The Network is growing and has over 900 members. We have a staff of six and are currently recruiting to expand to a team of twelve:

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)

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 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

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 in event, project and volunteer management, whilst increasing your confidence presenting at online and in person events. 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 Resilient Networks. The post-holder will be responsible for supporting all aspects of Heritage 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 built heritage (through personal interest, volunteering, work or study). This post is 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 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!”

Key responsibilities

1. Support the Development and Outreach Manager and other staff members in the planning, promotion, organisation and delivery of events and training programmes, online and in-person
2. Undertake research to identify organisations in the agreed outreach target group, contact them and inform them about our outreach work and the wider benefits of Network membership
3. Arrange one-to-one meetings with outreach beneficiary organisation, for yourself or the Development and Outreach Manager, signpost to sources of advice
4. Help to organise peer learning and networking events, online and in person for the outreach beneficiary organisations
5. Contribute to and take part in the Make Your Mark campaign, including scheduling meetings and taking minutes
6. Connect and liaise with external partner organisations across Scotland and further afield
7. Attend events and meetings in-person and online, during working hours and sporadically at evenings and weekends, to promote the organisation and further our partnerships and projects
8. Research and draft case studies of members’ achievements. Liaise with graphic designers to produce these where needed
9. Review and update existing Toolkit content and research and develop new content
10. 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
11. Support the processing and answering of casework queries from members, forwarding queries to relevant experts in the network and progress-chasing their resolution
12. Support the Development and Outreach Manager in the planning and delivery of the Scotland Committee Meetings, and in the recruitment of new members to the committee
13. Interact with the Network’s online community to stimulate conversations
14. Undertake research and data entry to develop our lists of potential members and partners
15. Recruit young people from Scotland to the Youth Forum and support the delivery of its activities



16. Recruit and support volunteers from Scotland to the Network's Digital Hero programme

General responsibilities

17. Work closely with the Development and Outreach Manager and wider staff team and trustees to ensure the objectives and outcomes of Resilient Networks are achieved
18. Help to champion the restoration and reuse of historic sites throughout Scotland, particularly by non-profit community organisations
19. Ensure that the services and communications to members and partners are accessible and maintained to a high standard
20. Update the Network's website and participate in the meetings and joint activities of the Network's UK staff team
21. Carry out duties in a transparent manner (e.g. using the Network's internal calendar system, storing digital files in agreed shared places, logging activity on the CRM*), and utilise the Network's agreed digital systems and protocols, and all other policies and procedures
22. Produce reports for Historic Environment Scotland's progress reports and ensure all funders are acknowledged and thanked throughout our activities
23. Attend and produce reports for board meetings
24. Attend the Network's conference in Bradford from the 28th September to 30th September 2025

Person Specification

Essential	Desirable
Training, experience and qualifications	
Experience relevant to this role which might include: <ul style="list-style-type: none"> • Working or volunteering 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	
A strong interest in regeneration, heritage and sustainability in the built environment	
Self-motivated, conscientious and hard working	
Creative and adaptable	
Ability to work remotely, a self-starter	

*A CRM is a digital ‘customer relationship management’ platform that helps us to manage our interactions with members, potential members and other stakeholders.

Note: Heritage Network is the new name for Heritage Trust Network, you may see both names appear across our platforms for the coming months as we make the switch.

