



Sefton CVS
Supporting Local Communities



JOB DESCRIPTION

Job Title:	Heritage Development Officer
Salary:	£26,000 pro rata
Hours:	21 hours a week
Term:	Fixed Term (12 months)
Location:	Based at Sefton CVS Burlington House, Waterloo L22 0LG

Job Purpose:

Hearts of Gold Sefton is a Sefton CVS project designed to engage, involve and celebrate Sefton's People, Places and Events funded by the National Lottery Heritage Fund. The project uses Sefton's recent golden anniversary, marked in 2024, as a focus of activity to raise awareness and establish a platform for continued community development. To date the project has given out £50 000 in grant funding developed a vibrant programme of local heritage activity and it has designed and created three community trails across the borough.

The Heritage Development Officer will drive voluntary, community and faith group participation and coordinate this project including the following core project areas:

Heritage Trails

Three locally based trails, which have now been established in Bootle, Netherton and Formby. The first task will be to raise the levels of awareness and engagement of these trails, with organisations in the voluntary, community and faith sector as well as connecting with local schools.



Hidden Heroes in Sefton

The project will conduct research with community members to identify key people, places and events to commemorate Sefton's rich heritage. Local heroes will be uncovered and shared through exhibitions, digital platforms and celebration events.

Exhibitions and promotion

Working with the libraries, community centres and the grantees from the project, the Heritage Development Officer will coordinate an exhibition to tour ten venues across the borough. This will be an opportunity to showcase the stories uncovered and the rich heritage of Sefton in the last 50 years.

Capacity Building Training:

With support from the Localities team, the Heritage Development officer will deliver a programme of workshops for volunteers and partner organisations. The activity will help develop new skills and establish a legacy of increased heritage awareness and knowledge, within the borough's extensive network of voluntary, community and faith groups.

Heritage Project Development:

Through a series of one-to-one and bespoke capacity development sessions the officer will help to initiate and support additional heritage project development across Sefton.

Main Duties and Responsibilities:

1. To publicise and actively promote the project within Sefton's voluntary, community and faith groups, and, liaising with other stakeholders relevant to the project, encourage engagement and involvement with the project.
2. To actively create community engagement with the three heritage trails in Bootle Formby and Netherton.
3. To lead a programme of activity to celebrate the hidden heroes in Sefton in relation to people, places and key events from the last 50 years.



4. To deliver a series of exhibitions and events to showcase and celebrate the rich history and heritage of Sefton, uncovered through the project's activity.
5. To provide advice and assistance to voluntary, community and faith groups interested in learning more about and supporting Sefton's heritage.
6. To lead the timely delivery of a programme of activities as outlined in the National Lottery Heritage Fund submission including engagement and milestone celebratory events.
7. To lead the delivery of a heritage themed training programme.
8. To work with Sefton CVS Communications in promoting and publicising.
9. To administer and coordinate the Project Steering Group.
10. To assist the Group Development Officer in the preparation of progress reports and grant claims to the National Lottery Heritage Fund.
11. Be responsible for accurate data inputting onto the identified IT system ensuring compliance with information governance.
12. Undertake other duties as may be reasonably required within the general terms of the job description.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills. The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.



Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu

will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.



Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.



Navajo Charter Mark (LGBTQIA+)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQIA+) friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTQIA+ people within our communities.

Sefton CVS actively welcome people from LGBTQIA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Living Wage Accreditation

In 2022, Sefton CVS were accredited as a Living Wage Employer in recognition of our commitment to ensure that all staff receive a Real Living Wage.



Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



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HERITAGE FUND

PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

REQUIREMENTS [E-essential; D-desirable]	E/ D	Appraisal
QUALIFICATIONS / SPECIAL TRAINING		
<ul style="list-style-type: none"> A relevant professional qualification (degree level or equivalent) and or relevant community development/ social action experience. 	D	Application
KNOWLEDGE / SKILLS		
<ul style="list-style-type: none"> A background in heritage and/or sufficient historical and local knowledge to lead the project. 	D	Application/Interview
<ul style="list-style-type: none"> Ability to prioritise and organise own work load. 	E	Application/Interview
<ul style="list-style-type: none"> Excellent communication and interpersonal skills. 	E	Application/Interview
<ul style="list-style-type: none"> Excellent team working skills. 	E	Application/Interview
<ul style="list-style-type: none"> Ability to work independently, under pressure with flexibility. 	E	Application/Interview
<ul style="list-style-type: none"> Willing to work flexibly outside normal working hours to meet the needs of the service. 	E	Application/Interview
<ul style="list-style-type: none"> Social media communication skills and excellent IT skills. 	E	Application/interview

EXPERIENCE

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|---|---|-----------------------|
| • Experience of engaging with local diverse communities in the heritage/promotion of their areas (including e.g. Local heritage organisations, friends' groups, social action and other interest groups). | E | Application/Interview |
| • Experience of delivering training workshops. | D | Application/interview |
| • Experience in producing exhibitions, events, and activities programmes relating to a theme or story of an area. | E | Application/interview |
| • Experience of community group development. | D | Application/interview |
| • Experience of managing and using databases, developing presentation materials & reports. | E | Application/Interview |
| • Experience of project management and up to date knowledge of project management tools. | D | Application/Interview |

PERSONAL REQUIREMENTS

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|--|---|------------------------|
| • Enthusiastic advocate of local communities and promoting local heritage, arts and culture. | E | Application/Interview |
| • Self-motivated and resilient. | E | Application/Interview |
| • High levels of emotional intelligence. | E | Application/ Interview |



Common Requirements for all Sefton CVS posts

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; strong ability to use Microsoft Office software such as Outlook, Word and Excel effectively. Use of social media

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.