



JOB DESCRIPTION: Heritage Project Officer

Deadline: 12pm, 19th April 2024

Interviews: 23rd April

Start date: 13th May 2024

Organisation: Habitats & Heritage

Habitats & Heritage is the local charity that acts for the natural and historic environment in South and West London. We take care of our local landscape; its wildlife, ecosystems and heritage by:

- Using our local knowledge and experience to lead the way in protecting and creating a better and more sustainable environment for everyone.
- Working in partnership with others to raise awareness and address local environmental and heritage issues.
- Bringing people together to better understand, learn and connect with and enjoy their local environment and heritage.
- Empowering and mobilising communities to enhance and maintain the spaces they care about.
- Building better quality habitats and ecosystems for nature and wildlife to thrive.
- Encouraging accessibility and involvement to ensure everyone enjoys and experiences the positive health and wellbeing benefits from spending time in our natural and historic environment.

Job Description

Hours: 21 hours per week (Fixed term contract 3 days per week – 24 month contract, with potential to extend)

Annual Salary: £29,668 (pro-rata), or £17,801 per annum

Reports to: Heritage Project Manager

Location: ETNA, 13 Rosslyn Road, Twickenham TW1 2AR and various locations through South and West London (with ability to work from home)

Overall Purpose of Job

Habitats & Heritage is seeking a Heritage Project Officer to support the Heritage Project Manager. This is an exciting and varied role, which will help to secure the future of historic buildings at risk and will play a key role in increasing the number of people participating in local heritage.

The post holder will be inventive and enthusiastic about heritage, producing information and educational resources for diverse communities/ ages to raise awareness of local history and the sites we care for. You will devise and host events and site visits (such as Open House London) that allow people to engage with and experience the historic environment. You will recruit, manage, and oversee volunteers involved with heritage projects. You will work with local community and Friends groups to ensure local heritage is protected and well cared for. Raising funds from a range of sources (trusts and foundations/ private donors/ events) for both heritage



projects and the wider charitable work of Habitats & Heritage will also be key element of the role.

Projects will be across South and West London, with a particular focus on London Boroughs of Richmond, Hounslow, Wandsworth, Merton, Hammersmith & Fulham, Kensington & Chelsea and the Royal Borough of Kingston.

Key Responsibilities and Tasks

1. Work with the Heritage Project Manager to advance projects to conserve historic buildings and increase engagement in the historic environment by attending meetings, devising opportunities for engagement, and executing project plans;
2. Carry out research, develop and produce educational material related to sites, heritage and local history to increase engagement in heritage across diverse audiences;
3. Arrange and host events such as Open House London that increase engagement in heritage and the historic buildings in our care across diverse audiences;
4. Work with stakeholders such as Historic England, local authorities and local communities to achieve better heritage management for historic structures;
5. Raise funds for heritage projects through trusts and foundations, events, and donations;
6. Develop local knowledge of the historic environment;
7. Collaborate with civic societies and other such community groups;
8. Recruit, train and deploy volunteers on heritage projects, so that more people can engage with and participate in the historic environment;
9. Complete monitoring report forms, volunteer records, maintain project programmes and other administrative tasks;
10. Undertake training where appropriate;
11. Support the wider team with activities that promote the mission of Habitats & Heritage. This includes using social media, attending and supporting events, and supporting other team members where appropriate.

Other requirements

The role may require visiting and inspecting unoccupied, at risk buildings and structures, which may require climbing scaffolding and negotiating confined spaces.

The role will require occasionally working during evenings or weekends – this will be compensated by taking time off in lieu (TOIL).

You will be expected to support the wider objectives and activities of the charity.

Person Specification

Interpersonal skills

- Excellent team-working and leadership skills with people of diverse backgrounds and levels of knowledge;
- Excellent oral communication skills including ability to adapt communication styles to a variety of circumstances;
- Ability to work independently and be self-motivated;
- Highly motivated with a passion for heritage.

Training & experience

- A degree or equivalent in a relevant discipline (desirable);
- Experience of working with heritage sites (essential);
- Experience in fundraising and conservation (desirable);
- Experience of organising events (desirable);
- Experience of working within the voluntary sector (desirable).
- Experience writing and presenting reports (desirable)

Knowledge & skills

- Interest in history and heritage;
- Ability to conduct historical research;
- Ability to manage small budgets;
- Computer and social media literate.

To apply

Please send your CV and a cover letter of no more than two pages to the Heritage Projects Manager, Stephen Fielding, by **12pm on the 19th April**.

stephen.fielding@habitatsandheritage.org.uk

If you require any further information, please contact Stephen Fielding.

stephen.fielding@habitatsandheritage.org.uk

This post is supported by Historic England & the London Borough of Richmond-upon-Thames.



Historic England

