

JOB DESCRIPTION: Conservation & Interpretation Officer
NLHF Burton: Exploring without Boundaries



Submission deadline: Tuesday 21st May, 12pm

Interview: Friday 31st May

Start Date: Wednesday 5th June (or as close as possible)

Habitats & Heritage

Habitats & Heritage is a 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, 18-months)

Annual Salary: £32,086 pro-rata

Reports to: Burton Project Manager

Location: Habitats & Heritage Office, ETNA, 13 Rosslyn Road, Twickenham TW1 2AR
On-site and opportunities for remote working available

Overview

Habitats & Heritage is seeking a Conservation & Interpretation Officer for our National Lottery Heritage Fund project, *Burton: Exploring Without Boundaries*, which centres around the Grade II* mausoleum of nineteenth-century explorer Sir Richard Francis Burton and Lady Isabel Burton. This is an exciting and varied role which will help to secure the future of an historic building, overseeing the conservation of the mausoleum, re-instating the door, and improving the interpretation, accessibility and sustainability of the site.

The role will include working with the local authority, stakeholders, contractors and volunteers to carry out conservation works, training and research. You will work with the local community and organisations, delivering talks and events to increase the number of people engaging with and participating in local heritage. The post holder will be inventive and enthusiastic about heritage, producing accessible information for diverse audiences to raise awareness of Sir Richard Burton

and the mausoleum. You will recruit, manage, and oversee volunteers who will contribute to a research and maintenance programme.

Burton: Exploring Without Boundaries additionally delivers an educational programme focused on the life of Sir Richard Burton, exploration during the British Empire and the impact that this may have had on different communities. The Conservation & Interpretation Officer will be expected to liaise closely with the Outreach & Education Officer.

The project will centre around southwest London but may require travel to other parts of the UK for research and engagement.

This is a unique opportunity to help with the conservation of a listed structure and to better present the life of Sir Richard and Lady Isabel Burton.

Key Responsibilities and Tasks

1. Oversee the conservation of the Grade II* listed Burton Mausoleum
2. Work with stakeholders such as Historic England, local authorities and local communities to achieve better heritage presentation and local benefit
3. Lead a research programme into the mausoleum and its context
4. Develop and produce material related to project, for on-site and digital interpretation
5. Recruit, train and manage volunteers
6. Complete monitoring report forms, volunteer records and other administrative tasks
7. Organise and oversee events and engagement opportunities, such as Open House London
8. Develop local knowledge of the historic environment, civic societies and community groups
9. Contribute to ongoing fundraising, through trusts, foundations, events and donations
10. Work closely with the Outreach & Education Officer and Burton Project Manager to deliver NLHF project plan
11. Work closely with the Church to improve accessibility and sustainability of the site
12. Undertake training where appropriate
13. Establish and train a friends group to oversee continuing maintenance of the site

The role requires an individual with experience in conservation, project managing and good interpersonal skills.

The role will require occasionally working during evenings or weekends.

The role will require regular travel to the mausoleum in Mortlake, the Habitats & Heritage office in Twickenham and other venues.

Person Specification

Interpersonal skills

- Excellent team-working and leadership skills with people of diverse backgrounds and levels of knowledge
- Excellent oral communication skills
- Ability to work independently and be self-motivated
- Ability to train and direct volunteers
- Highly motivated with a passion for heritage and conservation

Training & experience

- A degree or equivalent in a relevant discipline (desirable)
- Experience of managing volunteers and conducting work plans (essential)
- Experience of building conservation (essential)
- Experience of working within the heritage sector (desirable)
- Experience of organising events (desirable)
- Experience of working within the voluntary sector (desirable)

Knowledge & skills

- Interest in heritage and research
- Knowledge of conservation practices
- Ability to conduct historical research
- Ability to manage budgets
- Computer and social media literate

Application Process

Please submit your CV and a covering letter of no more than two pages to the Burton Project Manager, Caitlin Jones, by **12pm Tuesday 22nd May** caitlin@habitatsandheritage.org.uk.

Applications will be assessed against the following key criteria:

- 1) Knowledge of historic building conservation and maintenance
- 2) Experience in managing conservation projects
- 3) Experience of delivering interpretation or research projects to a diverse audience
- 4) Understanding of how to effectively work as part of a diverse team

If you have any questions about the application process, please contact Caitlin Jones by email: caitlin@habitatsandheritage.org.uk.

This post is supported by the National Lottery Heritage Fund.

