



## **ULSTER ARCHITECTURAL HERITAGE**

### **JOB DESCRIPTION: HERITAGE PROJECTS OFFICER - Heritage At Risk Northern Ireland**

**Summary:** The role of Heritage Projects Officer – Heritage At Risk is part of the Heritage At Risk Northern Ireland (HARNI) project, led by Ulster Architectural Heritage (UAH), funded by and in partnership with the Department for Communities, Historic Environment Division (HED). The officer will be employed by Ulster Architectural Heritage.

**Reporting to:** The UAH Chief Executive as immediate line manager, the Committee of Ulster Architectural Heritage, and Department for Communities, Historic Environment Division.

**Working with:** The Chief Executive and other members of UAH staff including the Executive Assistant, the Events and Communications Officer and the Heritage Projects Officer – Heritage At Risk, together with the Committee and Sub-Committees of UAH and representatives from the Department for Communities, Historic Environment Division.

**Responsible for:** The delivery of the Heritage at Risk project in collaboration with the Department for Communities, Historic Environment Division, other UAH staff and committee(s). The key objectives of the HARNI project are:

- (1) To identify and record listed buildings and scheduled monuments which appear to be threatened;**
- (2) To act as a catalyst for the restoration and creative re-use of those buildings.**

**Term:** July 2021-July 2022, or equivalent to 12 month contract. Possibility of extension subject to continuation of funding.

**Hours:** 37.5 hours, 9.15am-5.00pm, Monday to Friday.  
Out of hours work, and travel may be required.

**Salary:** £24,000 - £27,000 per annum, pro rata. Level of remuneration subject to skills and experience.

**Location:** Old Museum Building, 7 College Square North, Belfast, BT1 6AR. Other locations, as required.



## **BACKGROUND:**

UAH is looking for a talented, motivated, hard-working and experienced heritage professional who can 'hit the ground running' to ensure the successful delivery of the Heritage at Risk Project, maintaining a complete overview of all aspects of the project, and delivery of outputs according to particular targets agreed between UAH and HED. Ensuring the timely and quality driven delivery of the Heritage At Risk Project within the available budget and agreed timelines.

## **MAIN ACTIVITIES:**

The Heritage Projects Officer – Heritage At Risk is required to work with UAH and HED to identify and record historic buildings and scheduled monuments which appear to be threatened by:

- visiting, photographing and recording buildings and monuments, with attention to key architectural characteristics and historical significance;
- researching building histories from a variety of available sources;
- completing baseline condition assessments;
- completing descriptions for the Heritage At Risk Register;
- leading data management for the project - ensuring the Heritage At Risk NI database and online register are updated in a timely manner and provision of related statistics, when required;
- working with other UAH staff and HED to ensure quality and future development of the HARNI project.

The Heritage Projects Officer – Heritage At Risk is required to act as a catalyst for the restoration and creative re-use of heritage at risk by:

- advocating for the reuse and heritage led regeneration of heritage at risk including leading key events and campaigns to promote the project;
- providing advice and guidance to owners/custodians of heritage at risk. This may include: advice about VAT as it applies to built heritage in NI; advice about funding; advice about maintenance and repair, etc;
- on occasion developing the use of basic options appraisals;
- sourcing and compiling case studies, working with owners, and other relevant parties;
- writing features on heritage at risk and related issues for print media;
- working with local government to raise awareness of heritage at risk in each of the 11 local authority areas;



- profiling heritage at risk, saves and opportunities regarding 'for sale' buildings to prospective restoring purchasers online, through traditional and social media, and the UAH website.

The successful candidate will work closely with the Chief Executive, other UAH staff and Committee(s) and the Historic Environment Division to make best use of management and administrative support for the successful delivery of the above aims in accordance with budget, timescales, and targets.

**Activity is not restricted to this list. Other similar and/or reasonable activities may present themselves as part of the development and/or delivery of the Heritage At Risk project and working with UAH. Heritage Projects Officer – Heritage At Risk may be tasked with these alongside or instead of above tasks.**

**PERSONAL SPECIFICATION:** Heritage Projects Officer – Heritage At Risk

	<b>Essential</b>	<b>Desirable</b>
<b><u>Education &amp; Qualifications</u></b>	Degree in architecture, planning, building surveying or associated disciplines.	Post-graduate qualification in architecture, building surveying, planning or associated disciplines, or 3 years associated experience.
	Full driving licence and availability of vehicle.	
<b><u>Knowledge</u></b>	Working knowledge of issues relating to the protection of historic buildings and monuments.	Experience of delivering programme(s) for community participation in built heritage.
	Working knowledge of issues relating to built heritage, the planning system and policy.	
<b><u>Skills</u></b>	Excellent written communication.	



	<b>Essential</b>	<b>Desirable</b>
	Demonstrable experience of management of databases, sources and online resources.	
	Experience of use of social media platforms as a communication and marketing tool.	
	Good presentation skills and expertise in communicating complex issues to a range of audiences.	
	Good IT skills.	
<b><u>Experience</u></b>	Minimum of 2 years' experience of working in the built heritage sector or 2 years' experience working with built heritage in the architecture, planning or building surveying fields.	Experience of working with/in association with central and local government.
	Demonstrable experience surveying built heritage.	Experience in training and capacity building.
	Demonstrable ability to plan and deliver projects.	
	Demonstrable experience in being highly organised and able to prioritise workload.	
	Highly motivated and able to motivate others.	