



**Job Title: HERITAGE ENGAGEMENT OFFICER, Hands-On Heritage (HOH) Project.**

Ulster Architectural Heritage is Recruiting. Are you the person to help lead delivery of our 'Hands-On Heritage' project? This is a unique opportunity to work with the team at Ulster Architectural Heritage (UAH) and make a difference to the protection and promotion of the built heritage of Northern Ireland.

Supported by The National Lottery Heritage Fund, UAH is seeking a Heritage Engagement Officer for our Hands on Heritage project. In the role, you will motivate community groups and individuals across Northern Ireland to read, record, research and respond to their local built heritage using the Hands on Heritage app. This will involve demonstrating and explaining the heritage and reporting app. You will work with UAH committee, staff and heritage professionals to bring the project to a successful outcome.

UAH is the lead independent voice for the promotion of built heritage, its protection, conservation and regeneration in Northern Ireland. Across the nine counties of Ulster, we work to defend Northern Ireland's historic buildings and promote appreciation, preservation and conservation of these precious historic assets.

**Location:** Belfast city centre

**Duration:** 1 year fixed-term contract

**Salary:** £29,269 pro-rata.

**Hours:** 30 hours, 9.15am-5.00pm, days to be agreed

**Reporting to:** The Chair of Ulster Architectural Heritage

**Closing Date:** Friday 20<sup>th</sup> December 2024, 5pm

**Start Date:** tbc February 2025

**Benefits:**

- Flexible working patterns by agreement
- 25 days annual leave plus 12 statutory holidays pro rata
- Pension Scheme



## TO APPLY

Please e-mail your **CV and a covering letter** to [info@uahs.org.uk](mailto:info@uahs.org.uk) explaining your interest and suitability for the position. Short-listed candidates will be invited to an in-person interview in early 2025.

To find out more about Ulster Architectural Heritage and the Hands on Heritage Project, visit on [www.uahs.org.uk](http://www.uahs.org.uk)

Please include the contact details for **two referees** (including your current employer, if applicable), which we will take up in the event of being offered the role.

## THE ROLE

The role of Heritage Engagement Officer has been developed as part of the Ulster Architectural Heritage, **Hands On Heritage (HOH) Project**, funded by the The National Lottery Heritage Fund Northern Ireland

The 'Hands-On Heritage', (HOH), project is a dedicated programme providing expert guidance and tools to help people and communities take the lead in activities to highlight, protect, conserve and regenerate their historic buildings across Northern Ireland. The 'Hands-on Heritage' is made possible with The National Lottery Heritage Fund.

## KEY TASKS

You will be responsible for the delivery of the engagement phase of the Hands On Heritage Project in collaboration with the key consultants, other UAH staff and committees including to:

- (1) Deliver the final phase of the project, demonstrating our series of short technical guides, app and online mapping toolkit to heritage groups across Northern Ireland.
- (2) Organise associated promotional events and outreach activities to the public and local communities across NI including networking events, roadshows, workshops, competition and exhibitions.

## KEY OUTCOMES



1. To test the 'HOH Heritage Recording & Reporting App' to ensure best standard of information provision and user functionality.
2. To promote HOH "How To" short guides on themes relating to people and community led action for built heritage in Northern Ireland.
3. To schedule and promote events associated with the project.
4. To widely communicate the 'HOH Heritage Recording & Reporting App' via social media, website and targeted public engagement initiatives, preparing press releases and dealing with media queries.
5. To work with identified local groups across NI, helping them to read, research and record their local built heritage via the App, and to compile built heritage lists/guides for their area.
6. To work with an Evaluation consultant to deliver a project evaluation report.
7. To work with UAH staff and Committee(s) to deliver the project within budget, timescales, and objectives contained in The National Heritage Lottery Fund application and project plan.

**Other similar and/or reasonable activities may present themselves as part of the development of the Heritage: HOH Project.**

## **COMPETENCIES**

### **Essential**

- Degree or equivalent professional experience in a relevant subject, such as architecture, conservation, building surveying, planning, events, and community engagement.
- Full driving licence and access to use of car which must include insurance cover for work.
- Knowledge of issues relating to the protection of historic buildings in Northern Ireland.
- Experience of delivering successful community engagement projects.
- Excellent written, verbal and presentation skills.
- Technical proficiency in Apps, website and online resources.
- Experience of use of Social Media platforms as a communication tool.
- Experience in the use of Microsoft Office



- Experience of working in the heritage or community sector
- Demonstrable ability to prioritise, plan, and deliver events and activities.

### **Desirable**

- Experience of working with app developers.
- Experience of App development
- Experience of management of websites and online resources.
- Experience of working in association with funders, and public bodies.
- Experience in delivering training and capacity building.

### **Skills**

Project Management, Heritage, Conservation, Architecture, Planning, Surveying, Social Media, App Development, Community Outreach

### **Checklist**

1. CV
2. Cover Letter
3. Two professional references

**Applications should be sent to: [info@uahs.org.uk](mailto:info@uahs.org.uk)**

**Deadline for applications: 5pm Friday 20<sup>th</sup> December 2024**