

Groundwork in Cheshire, Lancashire and Merseyside.

Heritage Development Manager

Salary: £30,060 - £33,191

Hours: Full time - 36.25 hours per week

12 month fixed term contract with potential to become permanent.

Work locations: Across the Cheshire, Lancashire and Merseyside sub region with an initial focus on St Helens and Lancashire



Conserving, celebrating and promoting our heritage and green space assets.

Do you share our passion for supporting communities, improving health and wellbeing and protecting the planet?

If so, we have an exciting opportunity as a Heritage Development Manager within our fantastic Communities team.

Groundwork delivers a diverse portfolio of programmes and supports communities to become more active and resilient. We develop and improve public spaces and build greener, safer and stronger neighbourhoods. Our work changes physical landscapes and puts local people at the heart of these transformations. This approach simultaneously serves to improve individual's health and wellbeing, whilst tackling climate change.

We have a proven track record when it comes to leading large scale heritage development projects. Examples of successfully securing funding to deliver programmes include Saltscape in Cheshire, Winckley Square in Preston and Rivington Terraced Gardens in Chorley. This role will lead on the development of future heritage opportunities for Groundwork, working within an experienced team and with a number of active projects in advanced stages of discussion.

We are looking for someone with significant experience of leading heritage development programmes and working in multi-agency partnerships. Your role will be to deliver robust programmes of community and stakeholder engagement ensuring future development opportunities align with community need.

How To Apply

To request an application pack, please email: recruitment.clm@groundwork.org.uk or telephone 01942 821 444. Alternatively, please visit the Careers section of our [website](https://www.groundwork.org.uk/hubs/northwest/). (www.groundwork.org.uk/hubs/northwest/)

Closing Date: Monday 28th June 2021. Interviews: w/c 5th July 2021.

Job Description & Person Specification

Job Title:	Heritage Development Manager
Service:	Communities
Hours of work:	Full time - 36.25 hours per week
Pattern of work:	9.00 am to 5.00 pm, (includes 45 mins for unpaid lunch break) With flexible start and finish times to be agreed with line manager.
Office base:	Flexible
Work locations:	Across the Cheshire, Lancashire and Merseyside sub region with an initial focus on St Helens and Lancashire
Salary:	Full time £30,060-£33,191
Reporting to:	Heritage Programme Manager
Responsible for:	Heritage Development Assistant
Type of Contract:	12 month fixed term contract with potential to become permanent
Benefits	Aviva Auto Enrolment Pension Scheme Annual Holidays - 25 days + 1 additional day for Christmas Closure + Public Holidays (x8) Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Regular supervision and support

Background

Groundwork delivers a diverse portfolio of programmes that support communities to become more active and resilient, develop and improve public spaces and build greener, safer and stronger neighbourhoods. Our work changes physical landscapes, putting local people at the heart of these transformations. This approach to delivery simultaneously works to improve individual's health and wellbeing whilst tackling climate change.

We are experienced at leading large scale heritage development projects having successfully secured funding to delivery programmes including Saltscape in Cheshire, Winckley Square in Preston and Rivington Terraced Gardens in Chorley. This role will lead on the development of future heritage opportunities for Groundwork, working within an experienced team and with a number of active projects in advanced stages of discussion.

One of the initial priority areas of work will be to lead on the development of heritage opportunities on the St Helens Sankey Valley Canal.

For more information about Groundwork see: <https://www.groundwork.org.uk/hubs/northwest/>

Scope of Role

1. Lead on the development of heritage funding applications to improve natural and built heritage across the Sankey Valley. Funding applications should have the full support of land owners, the local community and key stakeholders in the region.
2. To develop partnerships to ensure that other organisations are able to add value to the delivery of our skills, learning and volunteering activities within the project.
3. To deliver robust programmes of community and stakeholder engagement ensuring future development opportunities align with community need.

Main Duties & Responsibilities

Development	<ol style="list-style-type: none">1. To lead on the identification and production of appropriate funding mechanisms for the improvement of heritage assets and green spaces across the Sankey Valley region. This will primarily focus on Lottery Heritage Funding.2. To initiate, develop and maintain excellent relationships with potential partners and stakeholders from the public, private and voluntary and community sectors, proactively responding to opportunities as they arise.3. To empower local stakeholders, agencies and communities to contribute to the long term sustainability of these significant assets, ensuring their legacy.4. To develop and implement a comprehensive PR and communications programme to ensure that the project is communicated effectively across all audiences.5. To develop awareness of wider Groundwork activity – both regionally and nationally – identifying new areas of work that could be translated to the trust.6. To lead on the identification of and development of wider heritage programmes across our region. Including providing advice and support to wider Groundwork teams.
Project Management	<ol style="list-style-type: none">1. To manage project resources, ensuring that funds are spent in accordance with approved budgets, and timetables are adhered to.2. To manage staff and subcontractors attached to the project to ensure cost-effective project delivery.3. To provide information, reports and updates throughout the course of the projects.4. To manage aspects of health and safety relating to consultation and engagement activities ensuring inclusivity.
People Management	<ol style="list-style-type: none">1. Line management of Heritage Development Assistant and wider team roles as programmes develop; providing leadership, support and guidance2. Conduct one to one reviews with your staff to discuss and enhance performance and encourage personal and professional development.

Organisational Responsibilities

1. **Investors in People** - Groundwork Cheshire Lancashire & Merseyside is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
2. **Health & Safety** - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
3. **Equal Opportunities & Diversity** - Groundwork Cheshire Lancashire & Merseyside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
4. **Data Protection** - Groundwork Cheshire Lancashire & Merseyside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.

Organisational Responsibilities

5. **Personal Development** - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
6. **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed.

Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time.

Should the duties change significantly, the post and salary level will be fully reviewed.

PERSON SPECIFICATION

Assessment Key: A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E) Desirable (D)		Assessment Method
Education, Training & Qualifications			
Educated to degree level or equivalent in a related discipline		D	A
Project Management qualification		D	A
Health and Safety Qualification to IOSH Standard		D	A
Experience			
Significant experience of leading heritage development programmes and demonstrable evidence of successfully securing funding in this field	E		A/I
Experience of working in multi-agency partnerships and developing programmes of work with multi-disciplinary teams	E		A/I
Significant experience of managing consultation and stakeholder engagement processes	E		A/I
Demonstrable track record in building effective working partnerships	E		A/I
Experience of writing successful funding applications.	E		A/I
Experience of working on heritage-sensitive projects		D	A/I
Experience of developing funds from Lottery distributors		D	A/I
Experience of managing PR and communications campaigns		D	A/I
Experience of line management		D	A/I
Knowledge			
Knowledge of relevant funding streams	E		A/I
Knowledge of community development and engagement methodologies	E		A/I
Familiarity with English Heritage working practices	E		A/I
Skills and Abilities			
Ability to work alone and part of a wider team	E		A
Ability to prioritise workloads	E		A
Excellent Communication skills	E		A
High level report writing ability	E		A
Excellent research and analytical skills	E		A
Business development skills	E		A
Ability to work effectively under pressure and handle challenging priorities	E		A
Proven Leadership Skills	E		A
Computer literate including, internet, word, excel, PowerPoint, email	E		A
Advanced I.T skills		D	A
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	E		A

A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	E		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	E		A
Willingness to attend departmental/trust meetings/training events as and when required.	E		A
Access to own transport in the course of your duties.		D	A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)