

PROJECT TITLE DESTINATION TWEEDSMUIR (NLHGF PROJECT REF: OM-18-0767)

JOB DESCRIPTION

Job title

Community Heritage Officer (Part time 0.4 FTE /2 days per week))

Main purpose and Scope of the job

The purpose of the job is to lead and coordinate an 18month project funded by National Heritage Lottery Fund entitled 'Tweedsmuir Destination Development Project.'.The role will involve engaging with 4 working groups working with volunteers from the local community and commissioning professionals.

The key outcomes of the project are:

1. A wider range of people will be involved in the heritage of the area
2. Heritage will be identified and better explained, both physically and digitally
3. The community and visitors will have a sense of greater wellbeing

This project will run alongside the first phase of a capital programme to redevelop the site of the Crook Inn which is owned by the local community. This plans to deliver a café and bunkhouse on site and for them to be operational by the end of 2021. Both the capital programme and this project are designed to attract more visitors to Tweedsmuir and the Upper Tweed. (Further information on these plans will be given to candidates for interview)

The project will include implementing an audience development plan to engage more people in the rich heritage and fascinating history and landscape of the area. The job will include producing a series of interpretation boards and leaflets and commissioning a website and innovative eco museum as a data repository for heritage materials. A series of themed walks and cycle routes will also be developed with appropriate signage and an app produced to highlight the key sites and features of the area.

Position in Organisation

You will be employed or contracted by the Tweedsmuir Community Company and report directly to monthly meetings of the Board of Directors/Trustees. Board meetings are usually held at weekends.

You will be supported during the first 3 months of induction by the former Community Development Officer who assisted with the NHLF application and will introduce you to the community, working groups and all materials associated with the project.

You will not be responsible for any other members of staff but will be expected to lead and liaise with a team of volunteers and local experts in the 4 working groups that have been established: Landscape and Heritage: Walking and Cycling; Website and Communications and: Café and Bunkhouse.

Budgetary responsibilities

You will seek authorisation from the Board and Treasurer for expenditures and commissioning work and be expected to comply with the budgets set out in the application to NHLF.

As the project includes funding from other sources you will comply any conditions for expenditures and working with the Treasurer, generate any progress reports required by the organisations concerned.

Duties and Key responsibilities

Follow the outline project plan submitted with the application to NHLF

Ensure the project is community driven and achieves the outcomes specified in the application

Create an activity Plan for work

Assist in the collation and classification of all heritage materials

Audience development including work with pupils from Peebles High School and Venture Scotland and Royal Highland Educational Trust

Organisation of a series of heritage-based talks to be held at Tweedsmuir Parish Hall

Review draft briefs to commission and photography, art work, interpretation boards and geotourist App. Commission specialists and liaise with specialists when appointed.

In liaison with Working Groups and landowners, select a series of themed walking and cycle routes organising way-marking, maps and identification of key heritage sites and features of the landscape

Put mechanisms in place to monitor progress against each of the 3 key outcomes of the project together with completion of a final report and commissioning an independent evaluation.

Assist the Board to manage publicity for the project

Report regularly to the Board of the TCC

Undertake other duties as required by the Board of the TCC.

Person Specification

Requirements	Criteria
Skills & Abilities	Self-starter, able to work without supervision and get the job done Good time management skills Ability to enact briefs and commission work
Experience	Previous experience of project management in a similar role that includes heritage based activities. Experience of audience development and promotional campaigns Evidence of work with volunteers and/or community initiatives
Knowledge	Knowledge of the application of websites, apps and digital methods of promotion
Personal attributes and other requirements	Good communicator, able to work closely with local community, lead working groups and inspire confidence in volunteers. Willing to work unsocial hours/ attend weekend board meetings

Approved costs: £130 per day as consultant or £28,000 per annum pro rata as an employee plus travel expenses at 45p per mile.