



Friends of Tower Hamlets Cemetery Park

Job Description – Heritage Officer

Job Title:	Heritage Officer	Reports to:	Chair of Trustees
Salary range:	£34,986 pro rata	Hours:	30-37.5 hours per week – dependent on candidate. Some evening and weekend work.
Contract:	Fixed term: up to 24 months with potential for renewal		
Deadline:	Please send a CV and cover letter by Friday 27th March 5pm to kenneth.greenway@fothcp.org .		
1 st interviews:	First interviews will be held on Friday 3 rd April.		

Organisation Purpose and Structure

The Friends of Tower Hamlets Cemetery Park (FoTHCP) are an award-winning local charity working to protect, conserve and care for the Cemetery Park and surrounding land. Founded in 1990, our skilled staff and volunteers work across nature and heritage bring energy, knowledge and vision to the shape and future of the site for the benefit of all who use it. We work to instil an ethos of freedom in the Cemetery Park as a people-centric charity, exploring history, improving mental well-being and managing the woodland and meadows and heritage for the enjoyment of the community.

Role Purpose

We are looking for an experienced individual to join our team as Heritage Officer, to champion and lead our work in relation to the site's unique social history, gravestones and monuments.

This is a new and exciting role that has been made possible due to a grant from the Heritage Fund. As part of this project you will lead the first phase of our heritage work – working closely with current staff and trustees – to put in place a coherent conservation, management and maintenance plan weaving together the built, natural and social heritage aspects of the site to protect the site for future generations.

Engaging both a wide range of current site users and local community members, you will run surveys, focus groups and workshops to gather ideas and feedback on the use and future of the site for the conservation plan. You will also coordinate the delivery of the overall plan, working closely with a chosen technical consultant.

FoTHCP is also looking to create a range of new and innovative activities focussed on the history of the site. In this role you will work with the other Team members to develop and pilot activities for the local and wider community. It is hoped that these activities will become part of our core offering to the local and wider community.

We are looking for a driven individual who is excited to play a pivotal role in the future of the organisation and the Cemetery Park and to develop their role within the organisation in the future. Our aim is to work closely with this role to secure further funding to develop our heritage activities and to then implement key recommendations for the conservation plan itself.

The role will suit someone who can motivate others and work in a team, but can also lead on work autonomously. The appointee will report to the Board of Trustees and will work closely with Cemetery Park Manager and the Community Outreach Coordinator.

About you

You will have a demonstrable interest in the heritage sector and are likely to possess experience of managing heritage (built and/or natural) sites and understand the sensitivities of doing so. In addition to its historical importance, THCP is also a nature reserve. It would be helpful if an individual has past experience of, or training in, working in such an environment, but if not a willingness to learn is vital. You will be comfortable working with a wide group of stakeholders, developing partnerships and facilitating workshops and meetings.

You will have managed a project of similar size before and have a good understanding of grant management, reporting and requirements. You will ideally have experience of piloting new business opportunities and activities, in particular those that build relationships with a wide group of stakeholders.

You must have a passion and enthusiasm to strive for the highest standards of management and are able to prioritise workloads and manage a number of priorities at a given time. You will need to have a flexible approach to work as there is an expectation of work being required outside normal office hours. You enjoy working in a close team but are willing to take the initiative and are comfortable leading on work by yourself too.

Job Description

Lead development of heritage activities

- Act as focal point and ambassador for FoTHCP heritage strategy and activities in THCP, liaising closely with staff and trustees.

- Support management of heritage volunteers and staff (if appropriate).

Heritage Fund – Management of grant procedures

- Management and delivery of the Heritage Fund grant for FoTHCP and ensuring compliance with grant conditions.
- To ensure grant reports delivered to a high quality and supporting material/ information provided as necessary.
- Providing timely responses to requests for information or action from the funder.

Heritage Fund - Project Management

- Co-ordinating the recruitment of consultant, in accordance with funder procedures, for the Conservation, Management and Maintenance plan for the Cemetery Park.
- Prepare tender and procurement documentation.
- Liaise, coordinate and monitor the work of the chosen consultant to ensure the timely progress of the conservation plan.
- Ensure Project steering committee, team meetings, workshops, and stakeholder engagement meetings are arranged, serviced, and documented.
- Ensure results of consultants and stakeholder workshops are communicated across the organisation and that key staff, volunteers and trustees are trained through workshops.
- Oversee monitoring the progress of the project against the agreed outcomes/outputs.
- Monitor the budget, and help compile income and expenditure reports.
- Oversee preparation of regular project monitoring reports - for trustees, Heritage Fund, LBTH and other stakeholders.
- Maintain project documents and dissemination of information between project staff. Take responsibility for the project library, storage areas and inventory of items.
- Maintain databases of sensitive project data.

Stakeholder Engagement

- Coordinate the community and stakeholder consultations, workshops, focus groups and surveys to gather key information for the conservation plan and to gather inspiration for activities within THCP.
- Liaise with LBTH in conjunction with Cemetery Park Manager to ensure full support and understanding of the project.
- Run additional engagement and feedback meetings and activities.
- Pilot new engaging activities, in coordination with the Community Outreach Coordinator, around the built heritage and history of the THCP.

Fundraising, Marketing and Communications

- Preparation of external funding applications which will support the next phase of delivery of the conservation, management and maintenance plan.
- Support for fundraising and income generating activities working with the Cemetery

Park Manager and other staff and trustees.

- Organise project communication including collation of newsletters, placing information on the project website, collating requests for information required by the steering committee.

FoTHCP Policies and Procedures

- Be aware of your responsibilities as described in the Health & Safety policy.
- Ensure compliance with Health & Safety regulations by all staff, contractors and volunteers working in the cemetery.
- Comply with all FoTHCP's policies including health and safety, safeguarding, diversity & equality, financial management regulations and other relevant FoTHCP regulations and directives.

General management

- General support functions (e.g. general enquiries including phone enquiries, mailing, emailing, population of databases) to support the general running of the organisation.
- General questions about FoTHCP and enquiries regarding graves.
- Support the Trustees and Cemetery Park Manager with any other tasks necessary to ensure the smooth running of the organisation.

Person specification

Experience

Management experience gained at sites within the heritage, landscape or cemeteries sector with a demonstrable understanding of the sensitivities of managing activities and operations within such sites	Essential
Knowledge/understanding of Conservation and Management Plans	Essential
Degree level qualification or equivalent acquired through relevant training and experience	Essential
Project and grant management with budgets of at least £50,000	Essential
Knowledge and experience of Codes of Practice, Health & Safety and Legislation in relation to cemeteries and parks and/ or the willingness to develop such knowledge	Essential
Experience of working with a diverse range of stakeholders and local communities	Essential

Working with consultants and/or local council	Desirable
Developed partnerships across community, voluntary and private sector	Desirable
Fundraising experience from Trusts & Foundations, statutory bodies and other relevant funding bodies.	Desirable
Experience of dealing with enquiries from the public and other stakeholders, and of resolving associated issues	Desirable

Knowledge and Skills

Good knowledge of conservation and management of heritage	Essential
Proven ability to communicate and establish purposeful relationships at all levels with staff, stakeholders and members of public and external organisations	Essential
Able to adhere to our ethos of creating a positive visitor experience for all users of the Cemetery Park	Essential
Proven ability to think and act creatively and innovatively in order to seek out, develop and successfully implement ideas to support the project	Essential
An enthusiastic individual with a passion for Heritage which, is visible to staff, stakeholders and the public. Someone who leads by example.	Essential
Good IT skills including MS Office and databases and producing reports and presentations	Essential
Excellent time management and organisational skills possessing the ability to work flexibly and adapt one's approach to find solutions and problem solve in potentially variable situations	Essential
Understanding of health and safety as it applies to working in the environment	Essential
Experience of supervising volunteers	Desirable
Ability to work within a team	Essential

Other requirements:

This post is subject to a DBS check for the successful candidate.

The post holder will be required to work flexible hours, including evenings, weekends and bank holidays.