

Job Description



1 Job details

Job title:	Heritage Project Co-ordinator (Fixed term until March 2022)
Team:	Policy and Conservation
Directorate:	Strategy and Planning
Post number:	TBC
Hours per week:	Flexible up to 37 hours per week
Grade:	Band 4
Base:	Lymington Town Hall
Accountable to:	Senior Building Design and Conservation Officer
Responsible for:	No staff
Indirectly responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	No
Membership of professional body required:	N / A
Key liaisons:	<ul style="list-style-type: none">• New Forest National Park Authority (NPA) staff and members• Partner organisations (including Winchester City Council and the Isle of Wight Council)• Town and parish councils within the National Park• Local groups• Volunteers• Hampshire Conservation Officers Liaison Group.

2 Role summary

- 2.1 To co-ordinate and manage the update of the Local List of locally listed buildings and structures across the New Forest National Park. A considerable area of the National Park has not been surveyed at all and is likely to contain a wealth of non-designated assets which warrant protection through the planning system. This role will:
- Raise general awareness of the Local Heritage List campaign amongst the community

- Co-ordinate the work of local town and parish councillors, volunteers and other stakeholders within the National Park to identify and record candidate buildings, structures and landscapes for inclusion on the local list
- Set up training sessions for volunteers, both online and in the field (covid permitting), to raise understanding of the project and ensure consistent and effective data gathering
- Revisit entries on the NPA's current local list of 'non-designated heritage assets' for updates and review
- Develop a Toolkit along with heritage colleagues to enable volunteers to gather data effectively
- Provide clear, timely and accurate feedback to the Project Team at regular intervals
- Create and provide an updated Local List to be adopted by the NPA

3. Main duties and responsibilities

- 3.1 Oversee and guide work to update the current 'Local List' of non-designated heritage assets in the National Park, which is primarily limited to the 20 Conservation Areas only.
- 3.2 Act as first point of contact for the public, volunteers and stakeholders with queries, and for seeking advice on the project.
- 3.3 Arrange and deliver virtual training workshops to interested parish councillors and volunteers wishing to be involved in the project. On occasions the workshops may need to be face-to-face and will require booking of venues and associated resources.
- 3.4 Undertake site visits to assess candidate local buildings put forward for local listing by the community. This may involve taking a photograph and preparing a brief architectural description of the building or structure to support its inclusion.
- 3.5 Work with the Historic Environment Record (HER) staff to ensure data is collated in a format compatible with the HER.
- 3.6 Use Survey123 and ArchGIS to receive data and update the NPA's 'Local List', including images and a short description, to create a new online directory.
- 3.7 Keep accurate records of survey results to feed into the revised Local List and HER.
- 3.8 Prepare and provide an updated Local List for the NPA.

4. Problem solving

- 4.1 The majority of the problems encountered will be practical in nature requiring the need to use initiative and work to the highest professional and volunteer care standards. E.g. Understanding and applying the Heritage toolkit by Historic England.
- 4.2 A requirement to keep up to date with new procedures and practices within this area of work. Good organisational skills and prioritising of own workload are key to this role.

- 4.3 Resolving day to day problems without referral to others where possible such as when using digital technology, and recording information. More complex problems can be referred to the line manager or other colleagues.

5 Decision making

- 5.1 Line manager sets targets and objectives, but the postholder will act on their own initiative, referring to the line manager or other team members for guidance where necessary.
- 5.2 Make day to day decisions on delivering an agreed work programme. In the line manager's absence, decisions outside of the post holder's own knowledge area should be referred to other managers.
- 5.3 Decisions will need to be taken in discussion with the line manager, about priorities.
- 5.4 The work will require awareness and, where appropriate, engagement with other building conservation and archaeological work of the NPA.

6 Operational responsibility

- 6.1 This post will not be directly responsible for the management of staff, but will recruit and coordinate volunteers involved in fieldwork ensuring their suitability, availability and well-being and all Health and Safety assessments and requirements for the envisaged tasks as set out in NPA procedural guidance.

7 Communication

- 7.1 An expectation to communicate effectively across the NPA and liaise with external partner organisations, community groups and volunteers about the Local List Project and what it aims to achieve. A requirement to communicate in ways that can be understood by abilities of all levels.
- 7.2 It is anticipated that around 70% of the work of the role will be outwards facing, engagement with external people, with the remaining 30% working internally within the Building Design and Conservation team.
- 7.3 Excellent communication skills both oral and written are required.
- 7.4 Use effective communication to reach existing and new audiences, using social media, press releases etc., working with the Communications Team.

8 Working conditions

- 8.1 Work from an office base but required to undertake frequent site visits largely within the boundary of the National Park which will sometimes involve coping with poor weather conditions.
- 8.2 The ability to facilitate homeworking is required.
- 8.3 The ability to run virtual training workshops for the Local List project, as well as those in real life (subject to covid restrictions).
- 8.4 A requirement to work outside of normal office hours in order to meet the needs of the job, including a few evening meetings.
- 8.5 May involve contact with people with differing views to the NPA's policies, plans and objectives.

9 General

- 9.1 At all times carry out responsibilities with due regard to NPA policies and procedures.
- 9.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Job description agreement

- 10.1 The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:**

Date

**Manager's
signature:**

Date
