

Job Description

Job Title: Local Heritage Listing Engagement Officer

POSCODE: CCC2435

Grade: SO1

Overall purpose of the job

The Local Heritage List Project (LHLP) emerged from a national strategic initiative from the Ministry for Housing, Communities and Local Government, that enabled a cohort of 22 areas across the UK to develop innovative solution to creating and maintaining local lists of non-designated heritage assets. Six local authorities across Cambridgeshire joined forces to undertake the project on behalf of the county and develop a strategic, cross-sector partnership approach across local authorities, businesses, landowners and members of the public. This post is the continuation of those activities.

This role is an engagement officer to support the Local Heritage List Project. The role will include a mix of co-ordinating with project partners, volunteer management and training to deliver the community engagement objective to time, to budget and to high quality. The role would suit someone with community engagement experience who is keen to work in the heritage sector on projects related to the protection of the historic environment.

Main accountabilities

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1.	Project manage the community engagement workstream as part of the LHLP ensuring this is delivered on time, to scope, to budget and to a high standard. This will involve organising the events (including budget, health and safety, speakers, feedback) and ensuring the right people are invited so that the outputs of each are valuable to the project.
2.	Provide project management support to the LHLP Project Team to help ensure they deliver to the required budget, quality and time. This is likely to include being responsible for: data sharing, chasing and maintaining project level data. The post holder will be expected to understand the key tasks and deadlines so that progress can be checked.
3.	Actively engage with stakeholders (communities, volunteers, developers) and relevant partners to progress the project by understanding, using and promoting the key messages of the project. Preparation of project presentations and documents for both technical and lay audiences is likely to form part of this.
4.	Deliver a programme of training to LHLP volunteers, oversee their progress and be their first point of contact for queries from them and for delivery of volunteer output.
5.	Engage with key partners at a strategic, as well as detailed level, to ensure that workstreams and projects progress. This may involve providing verbal updates and creating reports, email briefings and documents for management.
6.	Be a first point of contact for new enquiries about the project, directing queries to the relevant LHLP team member where required.

7.	Work effectively in a team and demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
8.	Comply with all health and safety at work requirements.
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
10.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
11.	<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree, equivalent qualification (e.g. HNC, HND NVQ Level 4) or equivalent working experience.	Undergraduate degree in any subject (ideally business management, project management or environment or science based subject)	Essential
Project management training and qualifications	PRINCE 2 and/or Agile	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge and Experience	Experience of managing projects including managing procurement and contract processes, external suppliers/contractors, budget and risk	Essential
	Experience of community engagement e.g. with residents, volunteers, developers and/or Parish/Town councils	Essential
Technical Requirements	Proven extensive ICT, word processing, PowerPoint and spreadsheet skills	Essential
	Understanding of procurement procedures and practices	Desirable
	Understanding of the opportunities and constraints associated with Listing of Heritage assets.	Desirable
	Understanding of Project Management theory and practical techniques such as PRINCE2 or Agile.	Desirable
	Experience of using GIS to map and organise data	Desirable
	Understanding of the purpose and standard requirements of business cases / Experience of contributing to business cases	Desirable
Leadership	Experience in promoting and delivering shared priorities with team members and others	Essential
	Ability to present and report to senior management and wide range of stakeholders	Essential

	Ability to analyse, translate, present and disseminate complex information	Essential
	Problem solving - ability to find solutions to challenges	Essential
	Understand the importance of managing change and service transformation	Desirable
	Ability to provide constructive challenge	Desirable
	Project and planning skills	Essential
	Track record of organisation, planning and prioritising skills, time management and attention to detail	Essential
Partnership Working, Collaborating and Influencing	Experience of communicating at a wide range of levels so as to achieve mutual benefits	Essential
	Good interpersonal skills and listening and communication skills	Essential
	Demonstrated experience of working with diverse stakeholders and/or partners to efficiently deliver a range of projects that meet customer needs	Desirable
	Experience of working in or with local government organisations, sensitivity to the political environment.	Desirable
Promote mutual respect, good relations and inclusion	Experience of managing sensitive issues to achieve positive outcomes	Desirable
	Demonstrated commitment to community empowerment	Desirable
Work related circumstances	Ability and willingness to undertake regular travel within the County (subject to national and local restrictions).	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential
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Disclosure level

What disclosure level is required for this post?	None ü	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid ü	Field	Remote	Mobile
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