



HERITAGE MANAGER

This post is 0.6 fte, and for six months in the first instance

*The salary is £1,150 per month,
being based pro-rata 0.6 on an annual full-time salary equivalent £23,000*

1. Context

All Saints Ilkley has received initial support from the Heritage Lottery Fund (HLF) for our project to tell the stories of the parish church, Saxon Crosses and Roman Fort. The project aims to improve access to and open up the interior of the church to reveal the exciting heritage within.

Development funding of £22,700 has also been awarded by HLF towards progression of plans for application for a full grant for delivery at a later stage, anticipated to be c£540,000.

All Saints Ilkley is one of the most historic places in Ilkley, standing on the site of the former Roman Fort of Olicana, a Scheduled Ancient Monument, founded in 80AD. When the fort was abandoned, Anglo-Saxon settlers re-used the stone to build a church. The current Grade II* listed building is partly medieval and was substantially enlarged by the Victorians. The 15th century tower houses three Grade I listed Saxon crosses and several Roman altars of great regional significance.

We aim for exciting displays, guided walks and digital media to interpret more than 2,000 years of history. This will enhance Ilkley's offer to visitors to the town, and be a basis for an educational programme for schoolchildren and students. Our plan includes for newly-recruited volunteers who will provide a warm welcome to visitors and be trained to share our heritage, and a new staff post to help us deliver our vision.

All Saints Ilkley is a lively and growing church with a focus on community outreach, children and young people. Through the generosity and time of our many volunteers, we aim to be a blessing to local people, businesses, schools and visitors. This project is only part our current wider plans of £1.8million which also includes to refurbish the adjacent Church House (our church hall, meeting rooms and offices) and to build a new Link building between the church and the House.

This applicant information document invites suitable applicants to apply as a potential Heritage Manager as according to the role and job description outlined herein.

<http://www.ilkleyallsaints.org.uk/church-development/>





2. The Role and Job Description

Recruitment need:

Focusing on the heritage assets within the church itself, and within the standards of the HLF, we wish to appoint a part-time 0.6 full-time equivalent (FTE) Heritage Manager, who will report directly to the Development Coordinator.

Role Purpose:

The role is to develop and oversee the development, management and promotion of the interpretation of the heritage assets of All Saints Ilkley.

Hours of work:

This post is for 0.6 FTE (equivalent to 3 days per week), but hours may be flexible. This post is for part of the duration of the Development Stage of HLF funding (6 months); it may then be extended subject to performance and to available further funding

Job description:

Responsible to:	Reporting to the Development Coordinator during the HLF Development Stage (and if further funding is secured, and thereafter to Vicar if further funding and reappointment is secured)
Responsible (potentially) for:	Education Officer (0.2 FTE) if funding is approved for HLF Delivery Stage
Other key relationships:	Heritage Interpretation Consultant Chairman, Building Project Steering Group Grants Manager Communications Manager External network of similar positions in other establishments Individuals and organisations in Ilkley who have knowledge and/or relationships to contribute



<p>Main activities:</p>	<p>Development Stage: Liaise with Heritage Interpretation Consultant (HIC) to ensure effective proposals and plans within budget parameters When decisions on HIC’s recommendations are agreed, produce detailed Activity Plan for delivery of intended outcomes, liaising with colleagues as appropriate Prepare briefing and training for Volunteer Visitor Guides Manage budget for ongoing heritage interpretation Propose future heritage budgets going forward Prepare outline-scope for resources to support heritage interpretation to be used by visitors, Volunteer Visitor Guides (and, at Delivery Stage if further funding and appointment is secured, by Education Officer)</p> <p>Delivery Stage (if further funding and appointment is secured): Recruit and manage post of Education Officer Support training of volunteer Heritage Welcome Guides Ensure maintenance of interpretation assets is kept at good quality level Maximise publicity and marketing of heritage assets Manage future heritage budgets going forward</p>
<p>Limits on authority:</p>	<p>Scope of delegated authority as outlined in Church Policies and as updated by the Parochial Church Council (PCC). All employees, volunteers and consultants acting in the name of All Saints Ilkley are expected to behave personally and in their relationships in a manner that is appropriate to the Church’s stated values.</p>
<p>Experience/ qualifications:</p>	<p>Education to degree or equivalent standard in a relevant field Experience of working in a similar or relevant role, professionally or as a volunteer Competence with standard IT packages (Word, Excel, Powerpoint) and use of digital/social media Experience of supervising or managing others</p>
<p>Context:</p>	<p>Whilst this post is secular in its function, the post-holder will be working in an environment and with colleagues which is expressly Christian; applicants need to be aware of this and be prepared to engage in that setting</p>



Applications:	<p>Applications will be accepted by (1) a completed application form, together with (2) a personal letter concisely outlining why this job in particular is of interest, how the job requirements are met, and any previous experience of working within HLF guidelines</p> <p>The letter should also indicate preferred approach for managing the hours of 0.6 FTE.</p> <p>Application forms and accompanying letters should be received as hard copy at the Church Office (address below) or electronically to derek.twine@ilkleyallsaints.org.uk by 12-noon on 15th December 2016</p> <p>All applications will be acknowledged</p> <p>Interviews of shortlisted candidates will be arranged as soon as possible after the application closing date</p>
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Thank you for your interest

22nd November 2016

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