|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Heritage Listings Outreach Officer |
| **JE Reference No** | N10992 |
| **Grade** | 9 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment & Design |
| **Reporting to** | Principal Design and Conservation Officer |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
|  | |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

Durham County Council has been selected as one of twenty-two areas to take part in the national Local Heritage List Campaign. Our proposal was based on piloting the creation of a Local Heritage List in a minimum of 8 pilot areas across the County. The pilot must be completed by the end of December 2021, with an evaluative report presented to the Ministry of Housing, Communities and Local Government (MHCLG) in January 2022.

You will lead on delivering an inclusive programme of community engagement in the pilot areas of the County, encouraging participation by a wide range of people from each area, including young people, and supporting the wider project team to carry out consultation, recruit volunteers and deliver training. You will also contribute to the design and development of a publicly accessible web-based platform, ensuring that it is user-friendly and supporting its testing by the community groups.

The role does not require heritage expertise, although some knowledge would be helpful. Instead, you should be a great communicator with an interest in people’s stories, a good listener and someone with experience of working with a range of community groups, including young people and hard to reach groups. The role will require financial record keeping, but it has no financial accountability.

|  |
| --- |
| **Duties and responsibilities** |

* Leading on the design and delivery of a public engagement programme across the pilot areas of the County
* Coordinate public communications, including social media, ensuring that communities within the pilot areas are aware of the project and know how

they can contribute to the local heritage list

* Identifying and working with target groups within the pilot areas
* Recruiting, motivating and developing volunteers to participate in the pilot

* Contributing to the design and delivery of the web-based public platform alongside other members of the project team
* Administering the pilot project, reporting monthly on progress to the project steering group
* Contributing to the exploration of options for rolling out the scheme across County Durham and resourcing implications
* Contributing to the evaluation of the project and final report to MHCLG

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Degree Level or equivalent | * Degree in relevant discipline e.g. community development, community education, educational studies, English or communication studies, social sciences, sociology or social policy |
| Experience | * Experience of designing and delivering inclusive community engagement activities and running workshops. * Experience of working with a wide range of community groups, including for example young people and elders, LGBTQ+, BAME,   people with disabilities, those that may be experiencing isolation. | * Working within the Historic Environment. * Having had responsibility for elements of conservation or archaeological projects. * Experience of using GIS (Geographic Information Systems) |
| Skills & Knowledge | * Excellent communication skills, including digital literacy and experience of working with social media. * Good organisational skills including the ability to manage own workload with minimum supervision. * Experience of project evaluation, using evaluation tools and techniques appropriate to different activities and audiences. Analysing feedback, reporting and implementing recommendations. | * Basic understanding of planning legislation, the National Planning Policy Framework and relevant Guidance relating to the historic environment. |
| Personal Qualities | * Ability to work harmoniously and supportively with others. * Good timekeeping. * Flexible and adaptable and able to respond constructively to change. | * An interest in people and places, heritage, culture and identity and an ability to communicate this enthusiasm |