



# BIRMINGHAM CATHEDRAL

## CELEBRATING CHRIST IN THE CITY

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Heritage Officer (Self – employed)
<b>RESPONSIBLE TO:</b>	Heritage Strand Manager & Heritage Project Manager
<b>JOB PURPOSE:</b>	<p>To develop, promote and deliver a programme of public events and community engagement for the Birmingham Cathedral Tercentenary project. The programme will be aimed at getting visitors and local people involved in, and learning about, the heritage of the cathedral and Birmingham as a whole.</p> <p>To work proactively and creatively with local communities, partners and voluntary / public sector agencies in promoting the tercentenary of the cathedral, raising awareness of the site and promoting its heritage merit within the City and beyond.</p>
<b>SALARY &amp; PENSION:</b>	£25,000 - £28,000, pro rata, dependent on experience
<b>HOURS:</b>	18.5 per week
<b>Terms:</b>	Fixed term contract for 20 months, subject to a three month probationary period

The Heritage Officer is a key appointment for the Cathedral. The church is 300 years old in 2015, and this new role is crucial to delivering the Heritage strand of the celebrations. The tercentenary programme and the Heritage Officer post is supported by the Heritage Lottery Fund (HLF).

## **Main responsibilities**

- To develop and deliver a high-profile, varied programme of activities and events that supports public awareness of and involvement in the cathedral Tercentenary.
- To increase awareness of, and involvement in, the heritage of the cathedral and parish by visitors and members of the community.
- To actively work to increase participation by volunteers in the Tercentenary programme.
- To develop a range of heritage and learning materials/media about the cathedral for use with visitors and local people.
- To promote and develop increased access to the cathedral to build a sense of community ownership and care.
- To oversee the proposed Tercentenary Archive/Oral history project.
- To support the Cathedral staff and Project Manager in the development and delivery of the proposed outdoor exhibition planned for Snow Hill Plaza.
- To co-ordinate and manage heritage group visits to the cathedral in conjunction with cathedral staff and volunteers.
- To establish systems for monitoring and evaluating the public activity/event programmes and community engagement elements of the Tercentenary project.
- To support partnership working within the Cathedral and with external organisations, and to maintain good communications with partners.
- To manage and monitor the events/activity and engagement budget for the Tercentenary project.
- In conjunction with Cathedral staff team, to ensure the effective marketing and promotion of the activity
- To ensure all events and outreach work is carried out to professional standards.
- To ensure that all Health and Safety standards are maintained and monitored in relation to the events and outreach programme.

- To liaise with and acknowledge funders as appropriate eg Heritage Lottery Fund (HLF).
- To undertake any other relevant duties appropriate to the role as required.



Supported by

**The National Lottery**<sup>®</sup>  
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All Cathedral team members are expected to have sympathy and be supportive of the ethos of the Church of England

#### Method of Assessment (M.O.A.)

**A.F. = Application Form; I = Interview; T = Test; P = Presentation**

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE (Relevant work and other experience)</b>	Experience of working within the heritage /cultural/community development sector	<b>AF/I</b>
	Experience of developing and delivering public events and activities	<b>AF/I</b>

	Experience of developing programmes that are accessible to a range of audiences	<b>AF/I</b>
	Experience of delivering outreach and community engagement activities	<b>AF/I</b>
	Experience of managing and monitoring financial resources	<b>AF/I</b>
	Some experience of working with funding bodies e.g. HLF.	<b>AF/I</b>
<b>SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)</b>	A broad understanding of the heritage sector	<b>AF/I</b>
	Understanding of preservation and care of listed buildings	<b>AF/I</b>
	Ability to produce and deliver imaginative and creative ideas and projects	<b>AF/I</b>
	Knowledge of consultative and evaluation processes.	<b>AF/I</b>
	Excellent interpersonal skills with the ability to communicate effectively at all levels with a wide range of people and in a variety of ways	<b>AF/I</b>
	Ability to build partnerships with a wide range of organisations and individuals from different cultural backgrounds	<b>AF/I</b>
	Excellent organisational skills with a track record in meeting tight deadlines	<b>AF/I</b>
	Ability to work on a variety of projects at the same time and still achieve good results	<b>AF/I</b>
	Ability to use Microsoft Office	<b>AF/I</b>
	Excellent presentation skills, orally and written	<b>AF/I</b>
	Ability to use social media	<b>AF/I</b>
<b>TRAINING</b>	Able and willing to undertake any training	<b>AF/I</b>

	deemed relevant to the post	
<b>EDUCATION/ QUALIFICATIONS (NB Full regard must be given to overseas qualifications)</b>	Degree in a relevant discipline or demonstrably equivalent level of academic skills and/or work experience	<b>AF</b>
<b>OTHER</b>		



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