

Barnstaple Town Council
HERITAGE AND CULTURAL ASSISTANT
Job Description

OVERALL DESCRIPTION:

Barnstaple Town Council is dedicated to preserving and protecting Barnstaple's extensive and fascinating heritage. We are privileged to own some of the town's most precious heritage buildings and artefacts.

We are looking for a dedicated and passionate individual who shares our commitment to the heritage of Barnstaple and wants to work with us to take care of it and open it up to the public.

The majority of our heritage activities take place in the Grade II listed Barnstaple Guildhall, a beautiful building with so much unexplored potential. We are looking for someone to share in our enthusiasm and help us to implement our new heritage programme and shape our future heritage offering.

RESPONSIBLE TO: Heritage and Cultural Manager and Community Manager.

MAIN CONTACTS: Members of the public, staff, volunteers, councillors, charities and local organisations. Partnership working with staff from other organisations including other local authorities.

SALARY GRADE: SCP 8-11 £24,702 - £25,979

HOURS: 37 hours per week to include some weekend and evening work.

PRINCIPAL FUNCTIONS AND DUTIES: -

1. Assist the Heritage and Cultural Manager to develop, manage and implement the new heritage programme to try and evolve a sustained use for the Town Councils heritage buildings with the view to them being preserved and made functional for the future.
2. Help to organise heritage, cultural and community events and activities based on the history of Barnstaple at Barnstaple Guildhall, St Anne's Arts and Community Centre and from other venues if required.
3. Work with the Heritage and cultural manager to encourage other organisations to deliver events that supplement and complement those organised by the Town Council and to work in partnership with the same aim where capacity allows.
4. Help to manage and conserve to museum standards the artefacts owned and on loan to Barnstaple Town Council i.e., cleaning schedules, improvements to environments and storage, monitoring conditions.
5. Assist the Heritage and Cultural Manager with donations, acquisitions artefact loan agreements and renewal of long-term loans.
6. To assist in the recruitment and management of the Town Councils volunteers in support of the Council's activities.

7. To help the Heritage and Cultural manager to actively search and apply where necessary for grants for the Community Development Committee.
8. Assisting the Heritage and Cultural Manager with the preparation of agendas, minutes, reports and communications and attend meetings of the Community Development Committee.
9. To attend staff meetings and training, including work towards the academic elements of the role, as required.
10. To assist with the preparation of, and attend weddings held in the Barnstaple Guildhall where necessary.
11. Monitoring and maintenance of social media and the Council website.
12. Such other duties as required, commensurate with the responsibilities for this role.

HERITAGE AND CULTURAL ASSISTANT

PERSON SPECIFICATION

SKILLS	ESSENTIAL	DESIRABLE
Key Skills	<ul style="list-style-type: none"> • Good communication skills • Good organisational skills • Good level of numeracy and literacy • Ability to prioritise and meet deadlines • Polite and efficient telephone manner 	
Education	<ul style="list-style-type: none"> • English and Maths at GCSE grade C or equivalent 	Qualification in a related field.
Knowledge	<ul style="list-style-type: none"> • Microsoft Office (Word, Outlook, Excel) 	
Experience	<ul style="list-style-type: none"> • Experience of working in a similar role • Experience of working with the public 	<ul style="list-style-type: none"> • Experience in a heritage or community work-based role • Experience of working with volunteers
Personal Attributes	<ul style="list-style-type: none"> • Flexible and adaptable attitude to work • Professional but friendly approach • Able to work alone or as part of a team • Able to remain calm and courteous under pressure 	<ul style="list-style-type: none"> • Able to demonstrate a personal interest in local history