**The North East Wales Heritage Forum**

**Who are we?**

The Forum has been established as a voluntary initiative to celebrate, conserve and promote the rich borderlands heritage of the region. The Forum brings together existing local history, archaeological and heritage societies, groups and organisations – including archive and museum services – to foster collaborative working on regional heritage projects and the sharing of experiences, best practice and resources.

In addition to supporting the plethora of history groups and acting as a strong lobbying group to ensure that local heritage remains high on the political agenda, the Forum aims to inspire a broader and deeper public interest in the diverse heritage of the area and provide innovative opportunities for community – and in particular, youth – engagement.

**Our project: The History of North East Wales in 100 Objects**

Our project, funded by the Heritage Lottery Fund, aims to discover, celebrate and share the rich 'hidden' histories of the various communities comprising the North East Wales borderlands, through an exciting programme of exhibitions, digital and printed outputs and learning and engagement activities. The project will take a community-curation approach, allowing the region's plethora of local historical and archaeological groups to identify artefacts which best articulate the historical significance, distinctiveness and character of their own localities. Through the Forum, these groups will work collaboratively, identifying common themes and pooling resources and expertise. The enthusiasm for, and expertise in, local history residing within these groups provides a major asset. The project will allow these groups to share their expertise with new and wider audiences, through a lively package of exhibitions, events, activities and publications on a co-ordinated regional basis.

Outcomes will include:

1) A touring exhibition entitled ‘The History of North East Wales in 100 Objects’, accompanied by digital and printed materials;

2) An exciting programme of educational and community engagement activities linked to the '100 Objects';

3) A regional heritage website, including digitised content, to showcase the region’s heritage and heritage activity;

4) The provision of heritage training for members and volunteers from local sixth forms and colleges.

**Community Heritage Consultant**

To help us to run this exciting project we are seeking to employ a Community Heritage Consultant (see job description below).

To apply, please e-mail a CV and a covering letter (no more than two sides of A4) outlining your suitability for the role to newales.heritageforum@outlook.com

Closing date: 29th August 2016

For further information, please e-mail Lorna Jenner: lorna.jenner@btinternet.com

**JOB DESCRIPTION**

**Position Title: Community Heritage Consultant (The History of North East Wales in 100 Objects)**

**Salary Grade: Freelance (£30,000 total for contract)**

**Location: Working from home but will need to travel across North East Wales**

**Accountable to: North East Wales Heritage Forum (NEWHF) Steering Group**

**Accountable for: Development and delivery of HLF-funded community heritage project**

**Duration: 20 months**

**Working Hours: Flexible hours, minimum 2 days per week (including weekend and evening working)**

**Main Purpose of Post:**

To develop and deliver a range of community heritage and education activities for the North East Wales Heritage Forum across Denbighshire, Flintshire and Wrexham (as outlined in the attached project plan).

**Principal Responsibilities:**

1. To develop and deliver community heritage and education activities, working closely with the NEWHF Steering Group

2. To raise awareness about, and generate support for the project with local heritage groups, Local Authority staff, tourism businesses and other organisations who might want to be involved in the project

3. To recruit, train and mentor heritage volunteers, including students and sixth formers on work experience and volunteering through Duke of Edinburgh Award scheme or Welsh Baccalaureate.

4. To develop an outreach programme for local schools, including the development of a project activity box and teachers’ notes, with input from local teachers

5. To collate the research undertaken by volunteers to produce content for exhibitions, printed and digital interpretation

6. To write briefs for heritage sub-contractors and supervise successful appointees to produce appropriate interpretation for the project

7. To work closely with local heritage groups to develop activities across the region.

***Experience required:***

* Experience of leading community heritage projects
* Experience of running educational projects
* Experience of delivering volunteer training
* Experience of managing volunteers
* Working knowledge of heritage interpretation methodologies
* Working knowledge of social media platforms

***Qualifications & Training:***

* The successful candidate must be educated to degree level or be able to demonstrate an equivalent level of educational achievement or ability
* The successful candidate must have qualifications and/or significant experience in two or more of the following areas: heritage interpretation; heritage/community project management/delivery; education; working with volunteers; digital media; historical research
* The successful candidate much hold a current full driving license and be willing to travel extensively across the North East Wales region
* The successful candidate will require their own Public Liability and Professional Indemnity insurance

***Required skills:***

* More important than formal qualifications is the ability to facilitate, motivate, enthuse and network. Working collaboratively and building strong partnerships and relationships with a range of stakeholders represents an essential part of the role.
* The ability to work without direct supervision, whilst being able to interact positively with community groups, agencies, local authority staff, schools and colleges, tourism providers and private and voluntary organisations.
* Good inter-personal and communication skills. The post holder must be able to articulate and explain the aims and objectives of the project and the complexity of the region’s heritage in a clear, understandable manner, to a range of non-expert audiences. An ability to communicate in Welsh is not essential for the role, but desirable.
* Project and time management skills, including the ability to multi-task, prioritise and work to competing deadlines.
* An interest in, and knowledge of, the history, heritage and culture of North East Wales.
* Excellent IT skills and a willingness to engage with social and digital media