

## **Skills Training Officer** **JOB DESCRIPTION**

**Full-time, one year fixed term**

### **1. Background**

PKHT is a charity established in 1988 with the aim of conserving and promoting the archaeology and architectural heritage of Perth and Kinross, for the benefit of residents, visitors and future generations. The Trust achieves its objectives through the development and delivery of projects, the administration of grant schemes, the provision of information and advice, and a programme of outreach events and publications. The Trust's vision, mission and priorities are outlined in our Strategic Plan 2017-22. The post focuses on one Trust priority, but will cut across several areas of the Trust's work.

The Trust has identified 'supporting the sectoral skills base through delivering skills training' as a key priority in its Strategic Plan 2017-22. This is in recognition of the ongoing shortage in traditional building skills identified across the UK and the potential for significant social and economic benefits through providing opportunities for academically disengaged and disadvantaged youth to experience wider heritage sector skills, such as boat building and field archaeology, in a practical working environment.

Over 2015-17, the Trust has successfully delivered significant skills training through the Tay Landscape Partnership scheme, including boat building, traditional building skills training and archaeology field schools, all projects which have been managed by staff and delivered by specialist training providers. In 2018, momentum in these areas of work has been maintained through a legacy boat building project, a programme of traditional building skills, and a nascent field archaeology school, however these projects have funding secured for only one year.

### **2. Job purpose**

The post-holder will be responsible for

- a) gathering and evaluating the traditional building skills, boat-building and archaeological field school training projects taking place in 2018;
- b) leading on the development and delivery of ongoing training projects for 2019;
- c) working with other staff to develop a project plan and funding package for a 3-year training programme, provisionally entitled 'Building Skills - Inspiring Futures', encompassing all three above projects, with potential funders including Heritage Lottery Fund, Historic Environment Scotland, The Gannochy Trust, and a number of other Trusts and foundations, for 2020 and beyond.

### **3. Roles and responsibilities**

To lead on delivery and development of ongoing training projects:

- Take on project management of the ongoing traditional building skills project; responding to funders, managing specialist training providers and trainee groups;
- Investigate opportunities to continue/develop boat building projects, both in the short term and through 'Building Skills - Inspiring Futures';
- Develop the Field Archaeology School with the support of other Trust staff and partnership with archaeological contractors;
- Evaluate the completed and ongoing training projects to inform and support ongoing training project development and future funding bids;
- Maintain and develop existing Trust links with other training vehicles and networks such as the Scottish Traditional Building Forum, Colleges, Schools and other organisations;
- Assist with the delivery of Doors Open Days and Perth City Heritage Fund training workshops as required.

To develop a project plan and funding package for the 3-year training programme 'Building Skills - Inspiring Futures':

- Review the design, outcomes and costing for a training project including traditional building skills, boat building and field archaeology;
- Work with audiences, partners, stakeholders and contractors to refine and plan a three-year programme of work;
- Liaise with funders to develop and submit a funding package for the above;
- Produce and distribute promotional material as required.

### **4. Responsible to**

The post holder will work under the direction of the Trust Director and also with other Trust staff.

### **5. Other duties**

Working within a small team, a flexible and 'can do' approach is required and the post-holder will perform duties other than those given in the job description to further the work of the Trust.

<b>Skills Training /Officer: PERSON SPECIFICATION</b>			
<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• good understanding of skills training in the heritage sector;</li> <li>• experience of historic buildings conservation projects and a sound understanding of Scottish historic building conservation;</li> <li>• an appreciation of Scottish archaeology;</li> <li>• an understanding of development, management and delivery of construction sector projects, including CDM, COSHH, Risk Assessment, procurement, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• experience of delivering heritage sector skills training;</li> <li>• track record of historic building projects and membership of IHBC or similar;</li> <li>• experience in archaeology skills training and membership of CfA;</li> <li>• third sector fundraising experience and the delivery of grant funded projects;</li> <li>• evidence of project management of training projects.</li> </ul>	<p>cv documentation interview</p> <p>relevant case study to be supplied with application max 300 words and two photos</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• a degree in a heritage or related discipline OR a recognised professional qualification in a related field;</li> <li>• the post-holder will need to qualify for membership of the Protecting Vulnerable Groups Scheme;</li> <li>• driving licence and own car.</li> </ul>	<ul style="list-style-type: none"> <li>• proven track record in developing projects with varied partners, stakeholders and funders;</li> <li>• one or more years post qualification sectoral work experience;</li> <li>• experience of working with secondary, tertiary and vocational education groups.</li> </ul>	<p>cv documentation interview</p>
<b>Inter-personal and communication skills</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work independently within a small team and to liaise with Trustees and others as required.</li> </ul>	<p>interview covering letter</p>

Date: 19/07/18 (DS)