WORLD HERITAGE UK – UNLOCKING THE POTENTIAL PROJECT

JOB DESCRIPTION Title: Resilience Project Coordinator

Context

This post is funded from a National Lottery Heritage Fund resilient heritage grant. This funding will allow World Heritage UK to achieve its next ‘step up’ towards the organisation becoming more fully sustainable.

The post holder will assist in developing the organisation and provide essential support to achieve World Heritage UK’s Vision, where ‘the UK will have a coherent approach to World Heritage Sites, which will be better known, understood, and supported through sustainable funding so they can provide inspiration, learning and enjoyment for society’.

A developed and sustainable organisation will contribute to the UK’s World Heritage Sites in enhancing engagement and awareness raising, improving heritage management, continuing the up-skilling of professional and community volunteers (within and outside the organisation), and increasingly realising local social and economic benefits that can be gained from World Heritage status.

Job purpose

To deliver the World Heritage UK Resilience project goals in the timescales defined in the programme and to ensure that, by the end of the project, the organisation has a robust five year business plan which increases awareness, understanding and resilient income streams.

Key tasks

Manage and administer the delivery of the Resilience Project including programming, budget control, consultant management, liaison with NLHF and the World Heritage UK Resilience Sub Group and establishment and maintenance of digital project information.

Review the present capability and challenges of the organisation and ensure robust strategies that deliver sustainable business development, governance, fundraising, marketing and communication are developed.

Assist in creating a clear agenda for the further development of the organisation over a 1 year and 5 year period and a more stable operating base in terms of funding and resources.

Develop and deliver a monitoring system to measure and evaluate the effectiveness of the project and its outcomes. Create and maintain an overall risk register, identifying risks and their mitigation and communicate this to stakeholders.

Procure, through tendering, a suitable business consultant to review, refine and assist in the development of the World Heritage UK future business strategy.

Procure, through tendering, a suitable consultant to develop communication, marketing and fundraising strategies for World Heritage UK.
Assist in creating agreed strategic consultancy briefs for the business and communication consultants; lead in their development and manage and monitor the progress of their work; ensure appropriate outputs for Sub Group approval.

Initiate and contribute to the implementation of priority fund raising actions identified in the Draft Business Strategy.

Initiate, coordinate and contribute to the implementation of priority marketing actions identified by the Draft Communication and Marketing Strategy.

Assist in the development and delivery of training programmes in collaboration with consultants for some World Heritage UK Board members and local individual World Heritage Site Coordinators based around the skill gaps identified in the Business and Communication Strategies.

Develop and provide appropriate project information, sharing with World Heritage UK local member stakeholders/managers at each of the UK World Heritage Sites.

Roll out a refreshed stakeholder engagement programme for World Heritage UK to go beyond the Project period and contribute during the Project to local engagement programmes by the individual World Heritage Site Coordinators.

Assist in the coordination and circulation and the launch of the revised World Heritage UK Vision and 5 year strategy resulting from the Resilience Project to the heritage sector, government and local stakeholders.

Skills

- Organisation and Business Development.
- Project and Financial Management.
- Consultant Procurement and Management.
- Effective Verbal, Written and Digital Communication.
- Self-Motivation and focus with an ability to work independently.

Qualifications and experience

- An evidence based track record in delivering sustainable organisational growth.

Essential experience

- Proven success growing an organisation with evidence of delivering results in this field.
- Evidence of business development delivering business planning and organisational change in medium / large organisation.
- A keen political awareness and advocacy skills.
• Project management, business development, bid preparation, fundraising and marketing environments.

• Budget management in excess of £50K.

Desirable experience

• Not-for-profit or governmental sectors.

• Heritage sector.

Competencies

Essential

• Strong self-organisation and motivation

• Keen social and political awareness.

• High level communication and presentation skills - working with senior stakeholders both inside and outside the organisation, including politicians

Desirable

• Having worked on Heritage Lottery Fund projects

Reports To: Leader of Resilience Subgroup of World Heritage UK Board. Works closely with: Resilience Sub Group, Development Director, consultants.

Details of Post:

The person appointed will work for World Heritage UK with total remuneration fixed at the annual equivalent of £30,000, but within a flexible time allocation as needed for goal and task achievements.

Initial contract of 18 months duration from commencement of project.

Terms of Employment are flexible – World Heritage UK Board will consider employed or self-employed status.

Place of Employment can be flexible - home or office based and could include remote/home working; and, dependent upon location of candidate, it is anticipated that work space may be available in one of World Heritage UK’s member offices in a World Heritage Site.