



**PROJECT HERITAGE OFFICER – Windrush Cymru – Our Voices, Our History, Our Stories**

**JOB DESCRIPTION**

<b>Job details</b>	
Job title	Project Heritage Officer
Line Manager	CEO Race Council Cymru
Employer	Race Council Cymru (RCC)
Location	Negotiable
Salary	£22,000 pa
Duration of role and hours	Fixed term contract 18 months, 37.5 hours per week
Probationary period	3 months
Notice period	1 month
DBS check	Yes

<b>Job purpose</b>
The Heritage Officer will oversee the implementation of the <i>Windrush Cymru – Our Voices, Our Stories, Our History</i> project. This project is financially supported with funding from, primarily, the National Lottery Heritage Fund (NLHF), and from National Museum Wales and the Wales Millennium Centre.

<b>Main duties and responsibilities</b>
<p>To fulfil the duties of the Heritage Officer as outlined in the <i>Windrush Cymru</i> project plan.</p> <p>Identify and engage with Windrush Generation (WG) elders and their descendants.</p> <p>Identify the (WG) and arrange for oral history and digital recording of it.</p> <p>Attend all training courses.</p> <p>Arrange training for volunteers with National Museum Wales and People’s Collection Wales.</p> <p>Attract and support volunteers in areas around Wales.</p> <p>Liaise with community groups to progress research.</p> <p>Deliver workshops at 10 schools based on the learning material prepared as part of this project.</p> <p>Monitor the project to ensure its successful completion to budget, to standard and to time.</p> <p>Prepare progress reports for weekly working and quarterly steering group meetings.</p> <p>Work with National Museum Wales and with the Wales Millennium Centre to prepare the touring exhibition and accompanying booklet.</p> <p>Communicate with project partners and with funders as outlined in the funding agreements.</p> <p>Monitor and approve all budgeted project expenditure.</p> <p>Ensure that all financial records are up to date.</p> <p>Liaise with all contracted consultants and monitor their work to ensure compliance.</p> <p>Ensure that the project outputs are on time, within budget and to standard.</p> <p>Ensure that evaluation forms are distributed and collected at each event and activity.</p> <p>Evaluate the outcomes of the project as required by funders.</p> <p>Manage project staff and volunteers to project requirements.</p> <p>Ensure that the project outputs are on time, within budget and to quality.</p> <p>Ensure that evaluation forms are distributed and collected at each event and activity.</p>

Evaluate the outcomes of the project as required by funders.

**Additional information**

This role will require travel to several areas around, mainly, south Wales.

**Personal specification**

<i>Qualifications</i>	<i>Essential or Desirable</i>	<i>Identified by</i>
University degree of extensive experience in a related subject.	E	Application form and certificates
IT and / or word processing.	D	

<b>Experience, skills and knowledge</b>	<b>Essential or Desirable</b>	<b>Identified by</b>
Word processing, including Word, Excel and PowerPoint	E	Application form and interview
Working with community groups and volunteers	D	
Supervising staff	D	
Project management	E	
Working with BAME communities	E	
Knowledge of the voluntary sector	D	

**Personal qualities**

Excellent written and verbal communication skills	E	Application form and interview
Ability to plan strategically and prioritise workload to deadlines	E	
Ability to negotiate with professionals, community groups and young people	E	
Ability to engage people of all backgrounds	E	
Open and friendly disposition	E	
Creativity and imagination in project development	D	

**Benefits**

Annual leave	25 days per annum, in addition to bank holidays
Pension	Workplace pension scheme