



## ULSTER ARCHITECTURAL HERITAGE SOCIETY

### JOB DESCRIPTION: HERITAGE COMMUNICATIONS & EVENTS OFFICER

**Summary:** The role of Communications & Events Officer has been developed as part of the Ulster Architectural Heritage Society's Heritage Angel Awards Project. The role is designed to assist in the delivery of the Heritage Angel Awards project for a 3 year period from 2017, with extension to December 2020, subject to funding. Key responsibility will be to coordinate the successful launch of the awards in 2017, and progress the awards on a yearly basis thereafter. This will include coordinating publicity, nomination, shortlisting and judging process, the public vote and the annual gala event. You will manage communications to ensure that Heritage Angel Awards in NI attract maximum publicity and nominations. You will report regularly to our funders, the Andrew Lloyd Webber Foundation and Department for Communities.

**Reporting to:** The Chief Executive and Committee of the Ulster Architectural Heritage Society, partners and supporting funders.

**Working with:** The Chief Executive and other members of staff including the Administrator, the Built Heritage at Risk Officer, and the Planning & Outreach Officer, together with the Committee of the UAHS.

**Responsible for:** working in collaboration with the Chief Executive and other UAHS Officers in the effective development of the Heritage Angel Awards Project. This is specifically aimed at, but not restricted to:

- (1) planning and coordinating publicity, nomination, shortlisting and judging process, the public vote and the annual gala event;
- (2) the successful launch and annual delivery and review of the Heritage Angel Awards;

**Term:** January 2016-January 2017, or equivalent to 12 month contract, extension to December 2020, subject to review and continuation of funding.



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**Hours:** 36.25 hours, 9.00am-5.15pm, Monday to Friday.  
Out of hours work, and travel may be required.

**Salary:** £22,212 per annum, pro rata. Equivalent to point 25 on the NJC Pay Scale.

**Location:** Old Museum Building, Belfast, BT1 6AR. Other locations, as required.

### **MAIN ACTIVITIES:**

-To coordinate planning, developing and implementation of the Heritage Angel Award Project;

-To develop and lead a strong communications and marketing plan to promote the Heritage Angel Awards, best placed to:

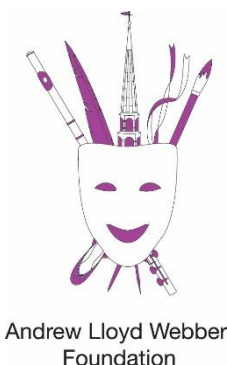
1) acknowledge and profile the achievement of people-individuals, groups and communities in their projects and best practice to conserve, record, protect and celebrate heritage in Northern Ireland;

2) highlight the importance of heritage projects and work of the heritage sector to wider society, showcasing best conservation practice and construction in heritage work and skills;

-To answer queries from, and assist media, UAHS members and the general public on the Heritage Angel Awards and other queries relating to heritage and the work of UAHS, as necessary;

-To ensure the website and social media channels are updated with information relating to the Heritage Angel Award Project and other information, as necessary;

-To give talks/workshops on the work of the Society and the Heritage Angel Awards to groups and individuals;

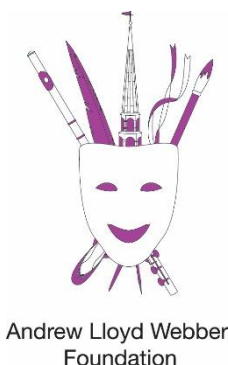




-To work under the direction of the Chief Executive, and with other UAHS Officers in the development of the Heritage Angel Award Project including development, format and delivery of annual awards, including:

- Branding, website and publicity;
- Introductory/lead-in promotion for the Heritage Angel Project e.g. 'What is Heritage Angels NI?';
- Nominations, associated publicity and high profile promotion of awards;
- Shortlisting; profiling of shortlisted groups/individuals-videos; public vote;
- Selection panel and associated working with partner organisations and funders;
- Annual gala style Heritage Angels Awards Ceremony;
- Delivery of regular reports and annual review on the Heritage Angels project to UAHS Committee, funders and partners;
- Sourcing sponsorship and match funding in addition to that already made available from ALWF and HEF.
- Assisting to position Heritage Angel Awards within the existing UAHS activity, remit and operational format to highlight the important work of the heritage sector, across Northern Ireland and beyond.

**Activity may not be restricted to this list. Other similar and/or reasonable activities may present themselves as part of the development of the Heritage Angel Project and your work with the UAHS, our funders and partners. The Communications & Events Officer may be tasked with these alongside or instead of above tasks.**





## HERITAGE COMMUNICATIONS & EVENTS OFFICER- PERSONAL SPECIFICATION

	Essential	Desirable
<b><u>Education &amp; Qualifications</u></b>	Relevant degree or equivalent professional qualification.	Degree in communications, marketing, events and/or heritage, conservation or other relevant subject.
	2-3 years relevant experience.	Relevant post-graduate qualification.
<b><u>Knowledge</u></b>	Knowledge of issues relating to the protection of historic buildings in Northern Ireland and ways in which individuals and groups work to protect it.	
<b><u>Skills</u></b>	Excellent written communication.	
	Excellent verbal communication.	
	Good presentation skills and expertise in communicating complex issues to a range of audiences.	
	Excellent IT skills.	

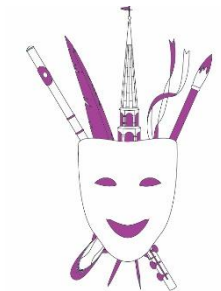


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	Excellent ability to use social and traditional media platforms for promotion and engagement purposes.	
<b><u>Experience</u></b>	Highly motivated and able to motivate others.	Experience working in the heritage sector.
	Ability to work as part of a team.	Experience working in the NGO sector or on community projects.
	Highly organised and able to prioritise workload.	
	Ability to plan and deliver projects.	
	Ability to plan and deliver high quality events/conferences.	



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Historic Environment Division



Department for Communities  
www.communities-ni.gov.uk

HISTORIC ENVIRONMENT FUND