

## Job Description

### Heritage Events Assistant

Fixed Term, Flexible Hours, as per requirements of the UAHS, (0 hour contract), £8-10/hour.

UAHS runs an events programme and projects that involve events activity, such as the Heritage Angel Awards, European Heritage Open Days, and our biannual summer school. In a Heritage Events Assistant role with the Ulster Architectural Heritage Society, (UAHS) you will help to deliver these events, for example welcoming, guiding and explaining the work of the UAHS, and the value of membership to our members and the general public. You may help to outreach programmes at locations throughout Northern Ireland and the nine counties of Ulster.

Working as part of a team with UAHS Officers and Administrative staff, you will help ensure a high quality of project delivery for events. You may be part of developing events for UAHS, particularly new and innovative ways in which to engage our audience, of all ages, with the promotion, protection and regeneration of our historic built environment.

Hours will be agreed in advance between the Heritage Events Assistant and UAHS, according to your available skill set and suitability to event aims. Must be regularly available weekdays and weekends, and be located within reasonable travel distance of the UAHS Offices.

An Access NI, Enhanced Disclosure, and barring check may be required for this role.

Scale and Scope of Role:

**Reports to:** Chief Executive or Heritage Projects Officers.

**Responsibility:** Will work under the supervision of a line manager. Will assist in the delivery of events for UAHS, may take guided tours. Will carry out cash handling. No budgetary responsibility, may have assigned targets. No line management responsibility, may supervise volunteers.

**Knowledge and Skills Required:**

- Experience including the provision of events in the heritage sector, or similar;
- Good team worker. Flexible and adaptable, self-motivator. Able to respond to varying projects and responsibilities. May have some supervisory experience;
- Good interpersonal skills;
- Good skills in public presentation/tour guiding;
- Able to work on own initiative, without immediate assistance from senior staff or manager;
- Good IT Skills.

**Knowledge or Skills Desirable:**

- Qualifications in subjects relating to the sector-heritage/conservation/architecture or planning;
- Qualifications in disciplines in/associated with the subject of Events or Communications.