

## Job Description

### Heritage Project Assistant

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

In a Heritage Projects Assistant role with the Ulster Architectural Heritage Society, (UAHS) you will assist in the delivery of projects, programmes of events and activities. Working as part of a team of UAHS Officers and Administrative staff, you will help ensure a high quality of project delivery for **events, survey, audits and baseline reports**. You will work with the project team to develop new and innovative ways in which to engage our audience, of all ages, with the promotion, protection and regeneration of our historic built environment. You may also help to deliver outreach programmes at locations throughout Northern Ireland and the nine counties of Ulster.

Hours will be agreed in advance between the Heritage Projects Assistant and UAHS, according to your available skill set and suitability to project aims. Must be available weekdays and be located within reasonable travel distance of the UAHS Offices. Evening and weekend work may be required.

An Access NI, Enhanced Disclosure, and barring check will be required for this role. It would be beneficial if you already have a valid check, though this is not essential.

Scale and Scope of Role:

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

**Responsibility:** Will work within defined processes and procedures and may have delegated responsibility for certain tasks. Will assist in the delivery of **events, survey, audits and baseline reports for UAHS**. No budgetary responsibility, may have assigned targets. No line management responsibility, may supervise volunteers.

#### **Knowledge and Skills Required:**

- Experience including the provision of events, survey, audits and baseline reports 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;
- 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 Communications or Education;
- Valid Access NI, Enhanced Disclosure and barring check.