**Clifton House Centre Limited**

**Job title** Project Development Officer (Heritage and Archive)

**Duration:** Fixed Term Contact to Sept 2019 (with possibility of extension dependent on funding)

**Hours:**  37.5 per week

**Salary:** £25,950

**Reports to**: Chief Executive Officer

**Overall purpose of job:** To co-ordinate and develop the use of Belfast Charitable Society’s Archive at and from Clifton House Heritage Centre enabling the Society to preserve, promote and increase access to its extensive Archive and heritage.

**Main responsibilities:**

**Archive Development**

* Manage the development, selection, monitoring and evaluating of projects with a particular emphasis on heritage development.
* Identify and develop projects, activities and services to realise the value of the Archive
* Design the content of Heritage services including tours, presentations, lectures and temporary exhibitions and high quality resources
* Deliver talks, workshops and presentations relating to the Archive
* Work with the Chief Executive and relevant committees to develop longer term heritage initiatives including the Mary Ann McCracken School, genealogy service and education service
* Work with volunteers to ensure all tour content is correct
* Co-ordinate and adhere to Archive Management Policy, Plan and Procedure including annual Conditions Review

# **Marketing and development**

* Develop content for all social media and communication channels
* Contribute to the development of content for all marketing materials.
* Liaise with all relevant stakeholders to gather information, archive and potential exhibition materials and to promote the services and activities
* Provide specialist input for all media output and act as ‘the voice’ of the charity as required
* Represent BCS and or the Heritage Centre on networks and committees as appropriate

**Operational and Admin duties**

* Assist in the collation and analysis of information relevant for internal and external purposes including future business planning and funding applications

# Assist in the maintenance of admin management systems to enable the correct use of information for Membership, Visitors, Clients and others as necessary

* Co-ordinate the preparation of monitoring reports and financial returns to funders and for governance purposes in relation to Heritage and Archive work
* Assist in the development of new services, projects and training
* Assist in the organisation of events
* To carry out all other duties as required by the Board and or Chief Executive.

**Working conditions:** Mainly office based.

**Personnel Specification**

**ESSENTIAL – Knowledge, skills and experience**

* Third level qualification in a relevant subject (Archive and /or Museum studies, History, Archaeology)
* A minimum of two years’ experience (paid or voluntary) of working in museum or heritage setting
* Two years’ experience (paid or voluntary) in assisting in the development of heritage tours or projects
* Experience in developing written materials and displays
* Strong planning and organisational skills.
* Excellent verbal and communication skills
* Competency with Microsoft Office and computers, particularly Word and Excel.
* Ability to work both independently and collaboratively as part of a small team
* Ability to work a 37.5 hour week
* Ability to work outside normal working hours as required, which may from time to time include evenings, weekends and Bank Holidays
* A demonstrable interest in heritage
* Ability to generate new ideas and creative approaches to meet the requirements of the role.

**DESIREABLE – Knowledge, skills and experience**

* Experience in the development of social media and wider marketing materials to promote, share and provide access to archive and heritage materials.
* Post graduate qualification ina relevant subject (Archive and /or Museum studies, History, Archaeology)
* Experience in delivering funded projects and developing applications
* Experience of updating websites or writing blog posts.