



The Little Learning Company Ltd

JOB DESCRIPTION

Job Title: Heritage Skills Engagement Officer

Responsible to: Development Manager

Responsible for: Heritage Skills Delivery Staff

Position Type: Full-Time

Location: Remote working

Salary: £32,000 per annum

1. To be responsible for engaging and promoting Heritage Skills to partner organisations, potential participants and the wider community.
2. To carry out networking, resourcing, marketing, planning and engagement of the offer of the Denbighshire Heritage Skills programme on a day-to-day basis.
3. To work collaboratively with partner organisations across the Denbighshire (Schools, Heritage Organisations, Communities for Work/DWP/Jobs Growth Wales etc.) to identify suitable participants for the project.
4. To work with partners in the public, private and third sector to ensure the range of Heritage Skills courses offered align with the identified needs of potential partners and stakeholders.
5. To research, identify and connect with organisations, projects and potential trainers/skills to promote the project and build effective professional relationships across the county.
6. To work closely with partners and trainers to create, promote and support the delivery of Heritage Skills courses.
7. To create and develop a Heritage Skills networking group in order to host regular meetings to update on delivery plans, respond to needs and create networking opportunities.
8. To develop work experience opportunities for project beneficiaries.
9. To provide an initial induction to new trainers to the North East Wales Heritage Skill Partnership, ensuring compliance with all necessary quality and safeguarding requirements.
10. To support the Programme Manager to gather and maintain effective records relating to the project.



11. To create and maintain effective relationships with the areas Secondary Schools, Pupil Referral Units or similar, to promote the opportunities arising as a result of the project.
12. To develop good knowledge of relevant local services in order to be able to signpost participants for additional support as required.
13. To communicate with the Programme Manager on a regular basis to ensure the project is achieving the required outcomes in a timely manner.
14. To work with the programme manager to design and implement learner voice processes, capture distance travelled, progression into positive outcomes and the development of case studies.
15. To adapt the delivery programme as required to both meet the needs of participants and to ensure the project is on track to meet the outcomes required by the funders.
16. To work as a valued team member, and in line with the policies and procedures of the The Little Learning Company at all times.

Post Holder Requirements

The postholder will have experience of working in heritage organisations and/or education settings. Experience of delivering government funded programmes is desirable.

Excellent communication skills are required, including the ability to present at large meetings and networking events. Marketing skills are desirable.