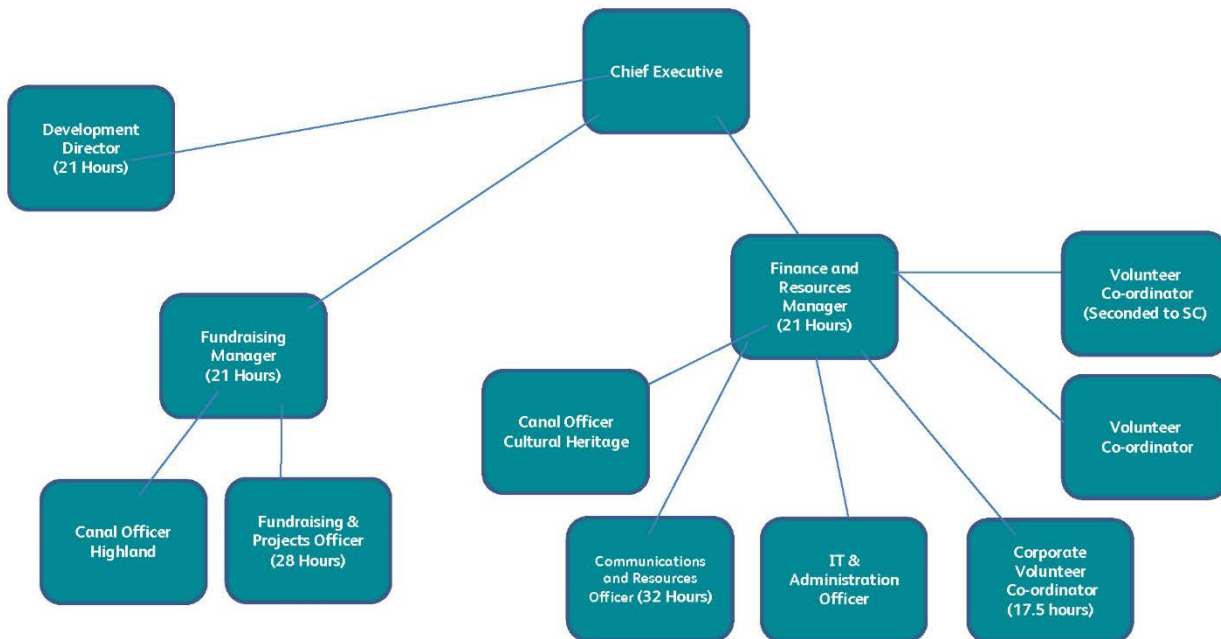




# Role Profile

**Job Title:** Canal Cultural Heritage Officer  
**Location:** Falkirk  
**Reporting to:** Finance & Resources Manager  
**Salary:** £25,000  
**Hours:** 37 hrs  
**Contract:** 3 years fixed term

## Scottish Waterways Trust Core Staffing Structure



### Vision and Mission

Scottish Waterways Trust works to create brighter futures for people and places across our Scottish canals. We *do this* through creating innovative projects that connect people with the heritage, wildlife and green open spaces of the Scottish canals. We inspire people to get active and provide opportunities for people to improve their health and mental well-being. Through our projects we increase employment prospects and strengthen community life.

### Purpose of Job

To support the delivery of the Vision and Mission of Scottish Waterways Trust through engaging people in the cultural heritage of the canal network in Scotland. The post is funded by Historic Environment Scotland and will be responsible for delivering a programme of activities under 3 themes:

- Canal Works - Caring for our Historic Canal Environment: developing and delivering a programme of practical conservation tasks for volunteers.
- Canal School - Education Programme: developing and delivering educational resources and educational sessions for schools.
- Canal Life – Cultural Heritage Engagement Programme: develop and deliver a programme of walks, talks and events to raise awareness of, and engage people with, canal heritage.

### Key Responsibilities

#### Vision & Strategy

- Effectively communicate the organisation’s vision and strategy to organisations, communities and partners and generate interest in participating in canal heritage.
- Contribute to the achievement of the organisation’s strategic objectives for the environment and heritage.
- Contribute to growing the number of people that volunteer with us and benefit from our work.



## Governance

- Adhere to the organisation's Health and Safety Management System.
- Ensure compliance and effective reporting in accordance with funders' requirements.
- Contribute to the organisation's monthly reporting.

## Heritage Programmes

- Prepare a programme of heritage conservation tasks across the lowland and highland canals. Recruit volunteers and oversee the implementation of the programme of works. Organise training for volunteers as required. Liaise with Scottish Canals and other partners as required to develop and implement the programme of works.
- Develop an innovative, structured programme of heritage learning for primary and secondary schools and youth groups, designed to engage and enthuse students to discover the canals' cultural heritage. Geographic focus on areas of high deprivation around North Glasgow and in North Lanarkshire, and on areas of rural isolation, particularly on the Crinan and the Caledonian Canals.
- Deliver relevant awards for both young people and adults, particularly the Heritage Heroes Award.
- Develop and deliver an exciting programme of interactive walks, talks and community events to engage the general public in the canal's heritage. Geographic priorities as per the educational activity. Links should be made with housing associations, health promotion agencies, refugee and ethnic minority support groups etc. in order to attract new, hard-to-reach audiences.
- Train 5 volunteers to become walk leaders.
- Support the development of the Friends of SWT.

## Finance & Procurement

- Effectively manage programme budget using SWT financial systems.
- Work with the Finance and Resources Manager to compile progress reports and claims to funders as required.
- Adhere to SWT procurement guidelines for all goods and services procured.

## Administration

- Liaise with Finance & Resources Manager and the Administration Officer to ensure adherence to office procedures and systems.
- Work with the Finance & Resources Manager to ensure effective use of databases to maintain centralised records of volunteers and to ensure that all relationships are maximised through the database.

## Communications

- Liaise with Communications Officer to develop communication plans and campaigns to effectively promote and publicise the heritage activities.
- Establish links and foster relationships with new volunteers.
- Communicate effectively through social media channels.
- Ensure that Scottish Waterways Trust is presented in an appropriate and professional manner to its stakeholders.



## Knowledge, Experience and Skills

Assessment Area	Essential Criteria	Desirable Criteria
<b>Required Qualifications</b>	<p>A relevant qualification in a subject that supports the requirements of the role.</p> <p>Clean Driving licence &amp; access to a vehicle.</p>	<p>Other relevant qualification.</p> <p>Membership of appropriate professional body / network.</p> <p>Qualified to deliver volunteering awards (i.e. John Muir, Saltire, Youth Achievement Award).</p> <p>First Aid Qualified – Outdoor First Aid Qualification is preferred.</p> <p>Hold a D1 Minibus category on the Driving Licence.</p>
<b>Relevant Experience</b>	<p>Demonstrable success in developing and delivering programmes that engage the public and target groups.</p> <p>Working effectively with a wide range of stakeholders and partners, including children and young people.</p>	<p>Experience of project management, financial monitoring and reporting.</p>
<b>Specific skills, abilities and qualities</b>	<p>Good knowledge of cultural heritage and skilled in conservation tasks.</p> <p>Excellent communication skills and ability to build relationships with stakeholders. Ability to influence and motivate others.</p> <p>Excellent planning, time management, prioritisation and organisational skills. Ability to motivate and lead teams of volunteers.</p> <p>Self-motivated and ability to work on own initiative as well as part of a team.</p> <p>Ability to work under pressure and to meet targets.</p>	<p>Skilled social media communicator.</p>
<b>Any additional job related requirements</b>	<p>IT literate in Microsoft Office suite.</p> <p>Ability to work in multiple locations across the highland and lowland canal network (travel costs will be reimbursed).</p> <p>PVG checked (this can be facilitated by the Trust).</p>	