Archives Engagement Officer: Homegrown Heritage

Job Description

Directorate:	PLACE		
Service:	Cultural Services – Lancashire Archives		
Location:	As advertised		
Salary range:	As advertised	**Grade:**	6
Reports to:	Archivist – Local History	**Staff responsible for:**	None

Job Purpose and Scope

The role is to

- Support the Lancashire Archives and Local History team in developing, creating and delivering inclusive and stimulating engagement programmes, including working with volunteers, that encourage historical enquiry, creativity, and critical thinking and promote the exploration and enjoyment of the Archive and Local History collections. Our programmes help explain, engage and explore local and national history and encourage people in Lancashire and elsewhere to take pride in Lancashire history.

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.

Accountabilities / Responsibilities

- Recruit, train and support volunteers who are working on the Archive and Local History collections.
- Create information about the Archive and Local History collections to help improve access to them.
- Be responsible for the development, resourcing, promotion, planning, organisation, coordination and delivery of a wide range of heritage-related and cross curricular school sessions plus a range of outreach programmes.
- Support ongoing assessment, evaluation and training to ensure quality standards and relevance of activities to a wide range of audiences.
- Adapt learning programmes to meet specific learner needs.

- Work with colleagues across Cultural Services in the development of new engagement activities and programmes.
- Work with a range of colleagues across Lancashire County Council and partner organisations in the development of engagement activities and programmes including in the development of content for the High 5 for Heritage and the Burnley 2027 Year of Culture.
- Develop external partnership working to deliver a range of engagement programmes.
- Deliver projects with external partners to agreed targets.
- Support the recruitment, selection or booking of freelance providers, speakers, artists and other contractors.
- Assisting in the preparation of team business plans and the development, monitoring and achievement of performance targets.
- Ensure that health and safety and safeguarding requirements are met.
- Interpret information about the sites or collections for a range of different visitors, learners, schools or outreach programmes and participate in the planning and delivery of exhibitions and displays.

Other

- **Equal Opportunities -** We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety -** All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused -** We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment -** We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge -** We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive -** We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative -** We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful -** We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative -** We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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Person Specification

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

Essential

- 4 GCSEs including Maths and English

Desirable

- Degree or equivalent qualification in appropriate subject

Essential Experience

- Experience of working within the heritage or learning sectors
- Proven track record of creating and developing learning packages and programmes
- Experience of supervising, developing, training and motivating staff
- Experience of delivering learning and engagement sessions and programmes
- Experience of working with volunteers

Knowledge, Skills & Abilities

Essential

- Ability to ensure all learning provision is inclusive, culturally sensitive, physically and intellectually accessible
- Ability to monitor and evaluate the delivery of engagement work
- Excellent verbal and written communication skills in English
- Ability to handle difficult situations and complaints effectively
- Knowledge of health and safety at work and risk assessment processes
- Effective problem-solving skills
- Ability to supervise staff, act on own initiative and work as part of a team
- Good organisational and planning skills
- Ability to create and maintain effective links with partner organisations, including networking with other agencies and departments
- Good project management skills
- Ability to travel around the County to partner venues
- Ability to lift and carry

Desirable

- Clean driving licence and access to a car

Other Essential Requirements

- Commitment to equality and diversity.

- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- Staff are appointed to a specific base but may be required to work at any service point in the area.
- It is a requirement of the job to work unsocial hours on an occasional basis e.g. evenings and weekends.