



Clyne Heritage Society

Founded 1998

Registered Charity No: SC028193



Learning and Community Engagement Officer Job Description and Person Specification

For further information, or to discuss the role, please contact: Dr Nick Lindsay, Chairman
info@clyneheritage.com 01408 621338

Clyne Heritage Society, based in Brora, Sutherland, would like to invite applications for an experienced, pro-active, highly skilled and enthusiastic full-time **Learning and Community Engagement Officer** to lead the development and delivery of new learning, community, digital engagement and events programmes. The successful applicant will be part of the team undertaking an exciting multi-million-pound redevelopment project to restore and extend the historic Old Clyne School to create a new Community Heritage Centre and Museum.

See Appendix for information on both the Society and the Project.

The post is supported by the National Lottery Heritage Fund.

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| Working hours: | 37.5 hours per week (including some weekends and evenings) |
| Contract: | 2-years (possible extension depending on performance and funding) |
| Start Date | March 4 th 2024 |
| Probation: | 3-months |
| Salary: | £30,000 per annum |
| Place of work: | Brora Heritage Centre (and/or other locations in Brora, as necessary) |
| Annual Leave: | 20 days, plus 9 public holidays |
| Reports to: | Chairman |
| Responsible for the management of: | Community Heritage Officer, 2 x part-time seasonal staff, volunteers |
| Closing Date: | 9am Monday, January 29th |

Apply by sending your cv (with the names of TWO referees) and a covering letter stating why you believe you are our ideal candidate to info@clyneheritage.com

Role Description

This key role will require an experienced, highly motivated, strategic, and creative thinker, with excellent communication skills, energy and the ability to inspire and engage others. Applicants should be organised, with good administration skills and experienced in successfully developing and delivering formal and informal learning and engagement programmes in a museum, heritage, gallery, or similar interpretation environment.

This is a unique opportunity to bring your experience and creativity to an exciting heritage project from the outset. In addition to designing and delivering a range of activities around the museum's collection and development plans in a lively and imaginative way, the post-holder will develop relationships with local community groups and organisations to engage them with the museum, its collections and stories, with the aim of embedding their voices into the new museum.

A passion for community work is vital, as is enthusiasm for engaging with the public through both formal and informal activities and programming and working with a wide variety of users of all ages.

You will be expected to work strategically with other organisations to develop partnerships and play a key role within the project team, as well as supporting the new project-funded Community Heritage Officer.

Key Outcomes

- To support the Brora Heritage Project team to deliver the new museum project, through a dynamic and engaging learning programme, based on the project's Activity Plan (available on request).
- To develop and deliver a dynamic and engaging learning programme, both formal and informal, to cover all ages, based on the Activity Plan.
- To engage with a wider cross-section of the local community, cementing the new museum as an important part of people's lives in Brora and surrounds.
- To establish the Museum as a key learning resource locally and regionally.
- To increase footfall and revenue at the current Brora Heritage Centre, through general visits and planned events and activities.
- To increase volunteer involvement in Brora Heritage.

Key Responsibilities

- To lead on and help deliver an innovative cross-curricular schools programme, delivering on-site sessions at the museum, off-site sessions & supporting materials, working with teachers and learning institutions.
- To develop links with community groups and organisations to encourage them to use the museum, its collections and services, engaging with the museum and helping shape the new museum project development.
- To work with, develop and support our volunteers in delivering group sessions and events, school sessions and other learning related activities.
- To conduct appropriate risk assessments and ensure the health & safety of participants in learning activities.
- To run fortnightly (at least) workshops, activities and special events for families, local community organisations, adults and groups, both on and off-site.
- To continue to build excellent and productive relationships with key external partners, such as community groups, other museums, colleges, and universities.
- To assist with the marketing and promotion of the museum through the production of printed and online materials, promotional activities, managing databases etc
- To work with the Community Heritage Officer on managing and producing content for the museum's social media, including Facebook, Twitter, and YouTube.
- To lead on the evaluation and of all learning-related activities and to produce reports as required.
- To represent the museum at local and regional events to promote the museum and its learning programmes.
- To actively support the museum's policies and procedures, and to comply with all health and safety at work requirements as laid down by the employer.
- To raise the profile of the museum amongst the local community and further afield.
- To seek external funds for projects as appropriate.
- To report to funders.
- To manage the current seasonal Brora Heritage Centre, its staff and volunteers.
- To increase its digital and social media visibility.
- To help to transfer to the new venue.
- To ensure appropriate safeguarding and public hygiene measures are in place for activities.
- To undertake such other duties as may be required as a part of the museum team.

Reporting Structure

The Learning & Community Engagement Officer will be line managed and supported by a nominated member of the Clyne Heritage Society Board and will provide a written report to the Board at its monthly meetings.

Key Working Relationships

The Learning & Community Engagement Officer will work with teachers and schools, as well as leaders of other community, formal and informal learning groups. It is expected that the Learning & Community Engagement Officer will develop working relationships with other local community arts and heritage organisations.

| Person Specification | | |
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| KNOWLEDGE | Essential | Desirable |
| Museum, heritage, gallery, interpretation or other similar environment operations | ✓ | |
| Organising learning and/or participation projects | ✓ | |
| Museums Studies qualification | ✓ | |
| Demonstrable passion for history and education in a museum context | ✓ | |
| Experience in managing and operating a heritage/museum facility, including knowledge of financial systems | | ✓ |
| Qualification in Education or Learning (e.g. PGCE) | | ✓ |
| Understanding of audience access issues | | ✓ |
| Knowledge of Highland history | | ✓ |
| SKILLS | Essential | Desirable |
| Excellent interpersonal, written and verbal communication and presentation skills, able to effectively engage with diverse audiences | ✓ | |
| Excellent networker, able to build relationships with colleagues, schools and the community. | ✓ | |
| IT skills including essential office applications, such as MS Office, Zoom, Wix, Photoshop etc. | ✓ | |
| Creating and distributing social media content inc. Facebook, Instagram, Twitter, Tik-Tok etc | ✓ | |
| Development of formal and/or informal programmes for adults | ✓ | |
| Development and delivery of family activities | ✓ | |
| Ability to manage resources to time and to budget | ✓ | |
| Development and delivery of learning sessions for further and higher education students | | ✓ |
| Current and valid driving licence | | ✓ |
| EXPERIENCE | Essential | Desirable |
| At least 3 years successful experience of working in a museum, heritage, gallery, interpretation or other similar environment organising learning or participation projects | ✓ | |
| Experience of working with young people of a wide variety of ages, abilities and backgrounds | ✓ | |
| Experience of working within a rural context | ✓ | |
| Successful partnership working | ✓ | |
| Managing resources | ✓ | |
| Evaluation of learning programmes | ✓ | |
| Experience of working with volunteers | ✓ | |

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| A passion for engaging people as lifelong learners | ✓ | |
| Health and Safety | ✓ | |
| Audience consultation and development | ✓ | |
| Experience of programming activities for adults and/or families | | ✓ |
| Experience of generating income through learning activity and managing budgets | | ✓ |
| Preparing reports, proposals and grant applications | | ✓ |
| Experience of web content development and use of social media | | ✓ |
| PVG | | ✓ |
| BEHAVIOURAL | Essential | Desirable |
| High standard of professional ethics and integrity | ✓ | |
| Creative, pro-active, and organised | ✓ | |
| Flexible, adaptable, friendly and approachable | ✓ | |
| Commitment to own professional development | ✓ | |
| Ability to work under pressure on a range of competing priorities | ✓ | |
| Ability to lead and build small teams and manage and motivate others, as well as motivate themselves | ✓ | |
| Committed to health and safety and the promotion of equality | ✓ | |

Equal opportunities: It is the aim of Clyne Heritage Society to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality, or disability; or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee/volunteer must adhere to the equal opportunities policy and ensure that diversity is valued in the workplace.

Health and safety: Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees, and visitors.

DBS Check: As this post will be regularly in contact with young people and vulnerable adults, a satisfactory enhanced DBS check will be required.

Employment Terms and Pension: The post will be paid and employed by Clyne Heritage Society (through funding from the National Lottey Heritage Fund) according to their terms and conditions, including enrolment in a pension scheme. The post will be managed by Clyne Heritage Society.

Review of this job description: This job description is intended as an outline indicator of general areas of activity and may be amended in the light of the changing needs of Brora Heritage.

Appendix

The Organisation

Clyne Heritage Society (CHS) is a very active and successful local heritage organisation based in Brora (in the parish of Clyne), in East Sutherland in the beautiful Highlands of Scotland. We are a limited company with charitable status. We celebrated our 25th birthday in March 2023 and, over our lifespan, have established a reputation for delivering many successful community heritage projects, events and activities involving a large following of participants.

In 2016, we took over the complete operation of the Highland Council-owned seasonal Brora Heritage Centre on behalf of Highlife Highland, quadrupling its footfall. It has been managed by Board members, who have overseen the two seasonal, part-time front of house staff and volunteers and planned activities and events.

Now, with the Old Clyne School redevelopment project, we aim to create a sustainable heritage hub for the community.

Some of our other activities include:

- annual syllabus of six winter lectures (average attendance since 2008 – 51).
- themed annual exhibitions (1999-2014).
- publications, including its acclaimed annual 92-page magazine, the Clyne Chronicle and the 'Brora in 50 Stories' series.
- community archaeological excavations - Brora Salt Pans excavations (2006-11), Wilkhouse excavation (2018), Greeanan excavation (2022), Aultcraggie (2023).
- heritage walks.
- genealogical and historical research.
- heritage training courses.
- oral history recording.
- collecting, storing and researching artefacts/archives related to the parish.
- occasional social events.

CHS works with the Brora Primary and Golspie High schools, both as part of the school's own curriculum and also with the staging of exhibitions, attending the Heritage Centre, taking part in digs etc, and also with the Brora Learning Centre and the Engaging With Activity Hub.

All our services are open to all, provided by a dedicated band of volunteers and seasonal part-time staff, at a variety of venues, mainly in-person. We absolutely pride ourselves on the professional standards we apply to all our activities, including events, projects and publications. We are now at a stage that we recognise we need professional help to get to the next level in our development and achieve our ambition for independence and sustainability in a challenging landscape.

Old Clyne School Project Background

Our largest and most important challenge in our history is our ambition to redevelop the Old Clyne School (OCS) - a semi-derelict (it is on Historic Environment Scotland's 'Buildings at Risk' register), C-listed former parish school - into our own community heritage centre, museum, and operational hub. Gifted to us in 2018, the building is located at a highly visible and conveniently accessible site, fronting directly onto the A9 trunk road and popular North Coast 500 tourist route and the project has been co-designed *by* the community *for* the community.

This project will be transformational for the Society, as well as for the village of Brora. It will fulfil our aims to be completely independent, by having a purposed-designed permanent home, from

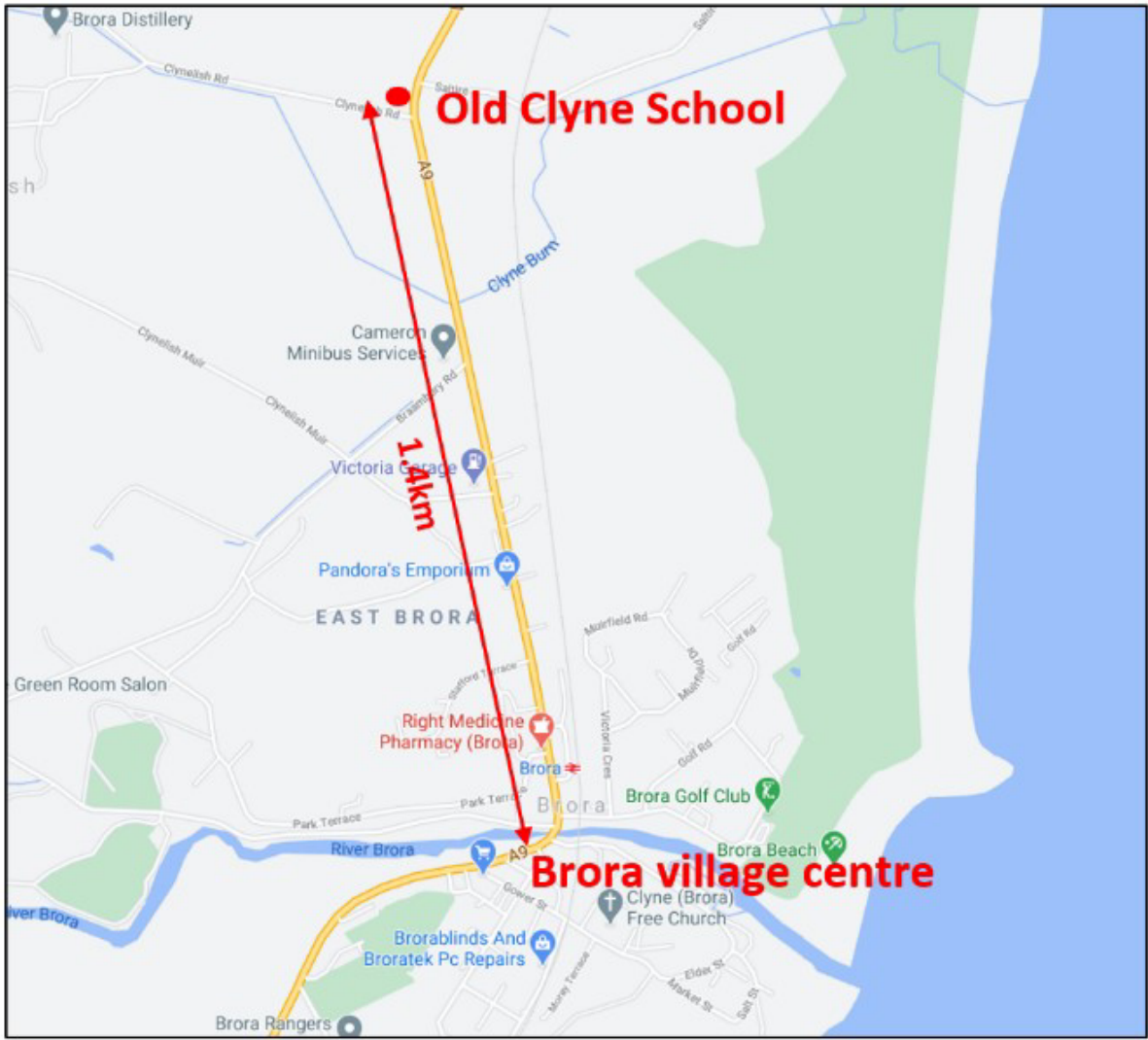
which we can operate an expanded, year-round sustainable heritage business and securely store our nationally recognised collection in an appropriate, environmentally controlled space.



The former Old Clyne School pre-redevelopment.



Artist's impression of the completed project.



Location of the Old Clyne School on the A9