

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Telling Our Own Story Engagement Officer	JEID	J0476
Salary Grade:	Grade I (£29,439)		
Team:	County Record Office		
Service Area:	Heritage and Culture Warwickshire		
Primary Location:	Warwickshire County Record Office		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Archivist		
Responsible for:	Supervision of Volunteers		

Role Purpose

To seek out and work with communities across Warwickshire who care for records, and support them to safeguard their records and to allow greater access to records for those within their own community and other communities within Warwickshire, and beyond, and deliver the outcomes of the project as specified in the project plan and bid.

Role Responsibilities

1. To manage the Telling Our Own Story project work streams, including the budget.
2. To collaborate with other staff in Heritage and Culture, and the wider County Council, to deliver the Telling Our Own Story project.
3. To initiate and engage in partnership working with new and existing external partners, e.g. Bidford and District History Society, Rugby West Indian Association and Warwickshire Pride, to develop the Telling Our Own Story project and long term relationships which promote Heritage and Culture across the county.
4. To ensure the advertising and marketing of the Telling Our Own Story project in an appropriate way to target audiences, including the use of social media, websites and more traditional forms.
5. To manage and support volunteers.
6. To take responsibility for ensuring that all Telling Our Own Story project work streams are monitored and evaluated, and data for performance / evaluation reports.
7. To address these and all other tasks required to deliver the Telling Our Own Story project and report on the outcomes as required.

8. Offer advice and assistance to groups both internal and external to develop more and / or better engagement in Heritage and Culture across Warwickshire.
9. To uphold the Council's Equal Opportunities and Health and Safety policies, ensuring those they are responsible for understand and implement the policies
10. To undertake other related duties, commensurate with the grade of the post as required.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to a degree level or equivalent	A/D
Successful track record of working in Heritage or Culture	A/I
Successful track record in managing volunteers, budgets and projects	A/I
Experience of working in partnership with a wide range of internal and external organisations	A/I
Experience of working in community engagement	A/I
An understanding of using Heritage or Culture to inspire, motivate, educate and inform	A/I/P
Ability to communicate effectively and sensitively with a wide range of people, individually and in groups	A/I
Ability to work both independently and as part of a team	A/I
Excellent team player, who is comfortable working in an integrated service delivery model and has a proven track record of a collaborative approach on project delivery	A/I
Forward thinking, creative and entrepreneurial	I
Able to work flexible hours to meet the needs of the post	A
Ability to travel efficiently throughout Warwickshire; must be able to drive, have a full, valid UK driving licence and have a vehicle available for work (vehicle must be insured for business use).	A

Desirable Criteria

Assessed By:

Professional Archives / Museums / Arts qualification	A/I
Experience of working within both a Heritage and Culture environment	A/I
Experience of using Heritage and Culture to address issues of social inclusion	A/I
Experience of the use of the internet and new media to engage communities	A/I
Knowledge of the Heritage or Culture funding system, bid writing and fundraising in general	A/I

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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery

<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	