



HERITAGE RESEARCHER

Northton Heritage Trust

JOB DESCRIPTION

Salary: £29,130 FTE pro rata

Responsible to: Business Manager

Contract Type: Part-time, 27.5 hours per week, 12 months

Location: Office based at Hebrides People Visitor Centre, Northton, Isle of Harris, Western Isles HS3 3JA and in the community

Main Purpose of the Job

As a Heritage Researcher you will perform a vital function in developing an overview of heritage, culture and language resources held at Northton Heritage Trust. You will work closely with our resident genealogist and heritage worker to take stock of all the resources gathered over many decades with a view to using them to inform the new exhibitions (People of Harris and People of St Kilda). The exhibitions will be housed in our extended Visitor Centre when it is completed in 2025/26. The role will also include designing and delivering short tours of the existing exhibitions and contributing to designing future operations of the centre.

You will also work with volunteers recruited by the Volunteer Co-ordinator (new appointment too). The main outcome of the post after 12 months will be accessible data and information to inform the Interpretation phase of the exhibitions which will be offered in Gaelic and English. You will carry out impact monitoring to ensure we measure and evaluate our impact and you will be responsible for the coordination of project data providing regular update reports.

NB while this post is initially offered for 12 months, it is hope that it will be funded for a further two years into the new operation phase of Hebrides People.

Key responsibilities:

- To sort and catalogue our heritage archives in conjunction with the resident genealogist
- To participate in a training programme for volunteers supporting this work of the project
- To develop/create a system for cataloguing and storing relevant documents, photographs or audio
- To consider new ways of engaging the community (both young and old) in heritage activities, offering taster sessions and talks essentially audience development

- To work with our academic partners to develop resources to support our new exhibitions and services
- To advise the NHT Board and business manager on the development of a community engagement plan for the organisation to ensure wider participation
- Drive improvements in service delivery as Hebrides People moves to becoming a world class visitor centre
- To complete all administrative tasks as is necessary to the role
- To promote the events and engagement programme through presentations, talks, networking and social media
- To assist with the delivery of marketing and fundraising campaigns
- The job description sets out the main requirements of the post but is not an exhaustive list of duties and responsibilities but provides an indication of the work undertaken which may vary in detail in the light of changing demands and priorities. Hebrides People is a small social enterprise which delivers impressive services as a result of our staff being flexible and proactive in their work.

Person Specification

Knowledge/Experience

- Heritage management experience, sorting, cataloguing and storing items (not requiring special storage conditions)
- Training and learning experience planning and facilitation, including materials preparation for delivery face to face and online
- Have a track record in heritage education/ work or experience (ideally relevant qualifications)
- Experience of working in the community
- A genuine interest in using heritage to regenerate communities and make a social impact
- Understanding of equality and diversity matters
- Experience in recording, maintaining and evaluating information gained through the process of assessment, monitoring and review

Skills/Attributes

- Excellent communication skills and the ability to work with people from different walks of life – being a Gaelic speaker is highly desirable
- Ability to work in a team and on own initiative
- Ability to collaboratively work with colleagues
- Ability to represent the Hebrides People in a professional manner at all times, on the telephone, face to face or in written communication
- High levels of tact, diplomacy and empathy in dealing with a wide range of people
- Resilient, self-motivated and able to work under pressure to tight deadlines
- A strong passion for creating positive influence in people's lives

- Enthusiasm and a willingness to take on new challenges
- A proactive approach to problem solving
- Proficiency in IT skills including spreadsheets, word processing, email and database (data entry)

Hebrides People employees are expected to:

- Share a passion to our mission, vision and values
- Demonstrate a commitment to your own development, to take advantage of learning and development opportunities and develop their own competence
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to communicating and raising the profile of the organisation

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