

Community History Development Officer

Grade 7 37 hours fixed term 3 years, 1 month

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Archives and Heritage Service comprises Staffordshire and Stoke on Trent Archive Service, the William Salt Library and the County Museum Service. The Staffordshire and Stoke on Trent Archive Service is an accredited archive service administered and funded by Staffordshire County Council and Stoke on Trent City Council under a joint agreement. The William Salt Library is a charitable library managed by the Archive Service on behalf of the Trustees. The County Museum is an accredited museum funded by Staffordshire County

Council and works in partnership with museums across the region to provide museum development support.

The service currently operates two record offices, the William Salt Library, and three collection out stores. A significant proportion of the County Museum's collection is on long term loan and display at Shugborough Estate. The Archive Service provides services for Staffordshire County Council in relation to its legal documents and archives.

The vision for the service is:

Connecting people to the collected stories and heritage of Staffordshire, Stoke on Trent and beyond.

The mission is:

To connect people to the memories of Staffordshire and Stoke on Trent, by engaging them with the collections we develop and preserve for current and future generations.

The key priorities for the service are:

- Acquiring, preserving and cataloguing collections relating to Staffordshire and Stoke on Trent.
- Promoting access, use and engagement with collections in person, remotely, online, and through outreach.
- Developing audiences to widen and increase engagement with collections.
- Working in partnership with the councils, depositors, users, volunteers, friends and stakeholders to deliver the service.
- Increasing and diversifying external funding to support the work of the Service.
- Delivering the National Lottery Heritage Funded Staffordshire History Centre project to achieve the vision for the Service.
- The post is funded by the National Lottery Heritage Fund to help develop the new Staffordshire History Centre in Stafford and its associated

county-wide Activity Programme. The vision for the Staffordshire History Centre is:

- The Staffordshire History Centre will create imaginative and exciting ways to connect Staffordshire people and their stories.

Reporting Relationships

Responsible to: Engagement and Access Manager

Responsible for: Volunteers

Role Purpose:

- Supporting Staffordshire History Centre staff in the delivery of the activity programme
- Contributing to the development of on-line content
- Engaging local communities with the Staffordshire History Centre project
- Setting up and supporting the Staffordshire History Network

Key Accountabilities:

- 1. To support Archive & Heritage Service officers to work with visitors and non-visitors, volunteers, staff and other agencies to develop and promote a welcoming and high-quality environment at the Staffordshire History Centre with creative educational and information resources that are interactive, motivating, interesting and relevant.**
- 2. To work as part of the Staffordshire History Centre project team to ensure the effective delivery of the building redevelopment, activities and staff and volunteer workforce development that meet objectives and targets set by the Heritage Lottery Fund programme.**
- 3. To support and develop informal (NLHF) adult learning programmes at Stafford, Stoke-on-Trent, Lichfield, Burton and in library venues across Staffordshire.**
- 4. To support the Archive & Heritage staff and the Learning Programme Officer in developing volunteer and work placement**

opportunities in key areas of the Service's work at the Staffordshire History Centre and across Staffordshire.

5. To organize training and provide support for community groups and volunteers delivering services at the Staffordshire History Centre and Lichfield and Burton access points.

6. To develop and deliver activities, events, projects and digital content for Staffordshire History Centre and venues across Staffordshire to promote awareness for the project.

7. To support the development of the Staffordshire Heritage Network and Staffordshire History Centre Development Trust and ensure communication with and between partners, groups and stakeholders.

8. Analyse appropriate statistics, data and intelligence to produce reports which inform the development and evaluation of the service.

9. Effective presentation of reports to appropriate committees, members and key stakeholders which enable intelligence-led decision making.

10. To recruit members for stakeholder group to shape design and programming for the project, and to organize meetings.

11. To help develop an exit strategy that makes the project sustainable post funding by passing on skills and contacts to other staff members.

12. To ensure awareness of current trends and developments in the archives and museums sectors, and community engagement and to maintain a programme of continuous professional development activities.

13. To undertake such duties as may, on occasion, be required commensurate with the nature and grade of the post.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.




Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Degree or equivalent in a relevant subject or 3 years relevant experience 	<p>A/I</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Experience, either paid or voluntary, of working in museums or archives. Experience of working with and supervising volunteers and community groups Experience of undertaking public consultation or the development of public engagement and awareness Ability to design and present workshops for a varied audience Awareness of current legislation/guidelines/ good practice relating to health and safety, including Electrical Safety, First Aid and Manual Handling. Experience of using IT equipment, particularly Microsoft Office applications. Experience of using social media and/or writing blogs, 	<p>A/I A/I A/I A/I/T A/I A A/I</p>
	<p>Skills</p> <ul style="list-style-type: none"> Analyses of data and report writing Good general literacy and numeracy skills Good customer care and communication skills, written and oral Ability to work in a methodical and organized way Highly organised and self-motivated Ability to work on own initiative and as part of a team Current clean driving licence A personal interest, or involvement, in archives, museums and heritage <p>This post is designated as a casual car user</p>	<p>A/I/T A A/I A/I A/I A/I A/I A/I</p>



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We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

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