

Job Description

Job Title **Heritage Keepers Officer**

Overall Purpose of the Job: To work with the Burrenbeo Trust team towards achieving the Trust's aim to connect people with their places and their role in caring for their places. Working collaboratively on the organisation and delivery of the Heritage Keepers project. Heritage Keepers is a place-based learning programme delivered to primary schools, youth groups and communities online and in person.

Key Areas of Work

Workshop coordination and group facilitation as part of the Burrenbeo Trust's Heritage Keepers place-based learning work. This includes:

- Facilitation of Heritage Keepers workshops with primary schools, youth groups and community groups both online and in person.
- Support delivery of fieldtrips for Heritage Keepers participants
- Provide mentoring support for Heritage Keepers participants while they are completing their projects
- Assisting with administration of Heritage Keepers grants
- Supporting the organisation of the Communities for Heritage event
- Outreach work with groups visiting the Burren
- Other place-based learning work, as needed.

Other

- Depending on the skill-set of the person appointed, engaging in any other tasks that may be assigned by the Trust coordinator.
- Participating in relevant training.

Other Information

Location

The position is based at the Burrenbeo Trust office in Kinvara, Co. Galway and will also include intermittent outdoor work. Working from home arrangements can be discussed.

Nature and Duration of Contract

The position is offered on a part-time 1 year contract, subject to a 6-month probationary period.

Hours of Work

- The hours of work will be between 24 – 32 hours per week, depending on skills, experience and availability.

- The timing of work hours will be agreed with the Trust coordinator. Occasionally additional hours may be necessary for which overtime will not be paid but time off in lieu will be granted.
- Flexibility to work outside normal office hours from time to time is essential – workshop delivery can be in the evening or on weekends.

Accountability

The Heritage Keepers Officer will be accountable to the Trust Co-ordinator as his/her line manager.

Confidentiality

The Heritage Keepers Officer will observe confidentiality in relation to the work of the Burrenbeo Trust.

Salary

The salary will be between €13 and €15 per hour, depending on skills and experience.

Holidays

The Heritage Keepers Officer is entitled to the equivalent of 20 days annual leave pro-rata in accordance with part-time hours.

Garda Vetting

The position is subject to a Garda Vetting process.

Person Specification

Description of the skills, knowledge and experience required for the position

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Essential

- Experience in workshop delivery (in schools and/or community setting)
- Excellent communication skills
- Basic heritage knowledge
- Good interpersonal skills
- Excellent organisational skills
- Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved
- Ability to multi task within a demanding office environment
- High standards of accuracy and attention to detail
- A team player with a positive outlook and strong work ethic
- Excellent IT skills - competent in Microsoft Office

Desirable

- Interest in the organisation's mission
- Ambition and drive to help the organisation develop