JOB DESCRIPTION

**HEF TASK GROUP MANAGER**

The Historic

Environment Forum

Funded by Historic England

Hosted by

The Heritage Alliance

on behalf of the Forum

Email

HEFsteering@historic

environmentforum.org.uk

(2.5 days a week, £36,000 FTE)

Initial fixed-term contract to end March 2025 (subject to funding).

Are you passionate about the heritage sector? Do you want to facilitate the future of collaboration across important issues facing the sector? The Historic Environment Forum is seeking an outstanding person to manage one of the Task Groups which operate under the Historic Environment Forum.

The Historic Environment Forum is a Historic England-funded project delivered by the Heritage Alliance, the heritage sector’s umbrella organisation and advocacy body.

This is an exciting role requiring a dynamic, proactive and reliable individual with a collaborative and strategic outlook. The successful candidate will have a track record of delivery through others, coordination and impact. Reporting to the HEF Team Leader the role incorporates high-level liaison and partnership-building, and a range of communications, project and budget management, secretariat, research and evaluation tasks. Applicants should be persuasive communicators, able to demonstrate strong written, analytical and project management skills with a proven ability to prioritise. They should be confident using technology to support collaboration and communication; technical website competence and social media management experience are desirable.

A demonstrable interest in heritage policy is highly desirable though direct experience across heritage policy areas is not essential; the successful candidate will possess the skills needed to quickly acquire technical knowledge. Experience of facilitating collaboration, managing projects and providing secretariat support to events and meetings is essential.

**About HEF**

The Historic Environment Forum (HEF), brings together chief executives and senior policy officers from public and non-government heritage bodies in England.

The purpose of the Historic Environment Forum (HEF) is to:

● Enable collaboration on strategic matters and a set of working priorities

● Deliver the HEF strategic framework and other action plans agreed by the Forum

● Coordinate the delivery of the Heritage Sector Resilience Plan

● Act as the Heritage Council reference group

● Agree task group priorities (stemming from the HEF Strategic Framework) and provide leadership and accountability for their delivery

● Enable the sector to partner and work with others beyond the sector to support effective engagement with broader issues.

● Provide an efficient platform to share information across sector organisations and with others

● Contribute to Heritage Counts

● Work with Historic England to find ways to articulate regional perspectives in national discussions.

Collaboration at the HEF is focussed around agreed strategic priorities and supported by a structure that includes a Steering Group and time-limited HEF task groups that are responsible for delivering defined outputs and outcomes from collaboration.

As a result of the transition to the current Historic Environment Forum working model in 2020, the historic environment sector in England is strategically connected and better able to deliver public value through heritage.

HEF aims to deliver the following outcomes:

* **Well-informed advocacy and decision-making**. Through well-established channels for intelligence-gathering, HEF provides a unique platform to inform decision-making.
* **Stronger, less fragmented and more efficient sector**. We build on the achievements of HEF and the previous Heritage 2020 programme, to enable productive working relationships between the key stakeholders in the historic environment sector.
* **Positive change through collaboration** in the historic environment sector in England. A coordinated approach and the output-focussed task groups ensure that positive change is achieved in the historic environment sector in the range of priorities agreed in HEF, involving key partners beyond HEF membership as appropriate.
* **Sector better equipped to support, maintain and champion heritage in the long term**. Dedicated resource for HEF ensures that the Forum plays a vital coordination role and is accountable for the delivery of agreed activities.
* **Collaboration is promoted and celebrated**. Through its communication channels, HEF provides opportunities to be explicit about how the sector is working together and celebrate successes, but also to increase the opportunities for more people, whatever their background, to contribute to the goals of HEF.

**The Post**

The HEF Task Group Manager will be responsible for managing one of the HEF Task Groups, working on close collaboration with the second Task Group Manager and the HEF Manager, working under the line management of the HEF Team Leader.

**Key responsibilities:**

* + Develop an action plan for your HEF task group to ensure successful delivery of the group’s objectives, supporting and communicating measurable progress.
	+ Facilitate the development of strong and productive working relationships between organisations within the sector and across sector boundaries to maximise buy-in.
	+ Provide professional secretariat functions to your task group (virtual and in person as appropriate). You will be responsible for all logistics, attendance, preparation/coordination of papers, and minutes.
	+ Carry out research and analysis functions as appropriate to each group’s task to inform and progress task group deliverables.
	+ Project manage task group activities to ensure timely delivery of outputs, including progressing actions.
	+ Work with colleagues to establish a monitoring and evaluation framework that will measure progress towards goals and the impact of deliverables, and which aligns to the evaluation framework for the HEF strategic agenda.
	+ Create and manage the task group risk register and report on progress to the HEF Steering Group, and to the funder.
	+ Provide regular reports to the HEF steering group and HEF. Contribute to quarterly funder reports and annual project report.
	+ Support good communication and liaison across all HEF task groups and with the HEF steering group.
	+ Lead task group communications across digital and non-digital platforms including writing news updates, managing web and social media content, running and reporting on consultations, contributing to events.
	+ Contribute to the organisation and delivery of annual HEF sector event.
	+ Maintain well-organised project records and ensure sound data management and archiving.

**Person Specification**

**Essential criteria (E)**

**Desirable criteria (D)**

**Qualifications**

1. Educated to degree level or equivalent (D) with at least two years relevant work experience (E)

**Knowledge and experience**

1. Demonstrable experience of successful management of complex projects with multiple stakeholders (E)
2. Good understanding of the UK heritage sector and its range of interests. An interest in heritage policy, Government and political affairs, and the desire to develop your knowledge of new areas; (E)
3. Experience of working with, managing, and getting the best out of multiple partners and stakeholders; (E)
4. Good research skills and the ability to understand, analyse and collate complex information and prepare clear, concise and accurate evidence, briefings and reports; (E)
5. The ability to think strategically and manage a broad range of competing priorities, prioritising these effectively and driving forward your projects to delivery; (E)
6. Experience of developing and implementing monitoring and evaluation frameworks; (D)
7. Excellent written and verbal communication skills. (E) Experience of writing copy for publication to a wide variety of different audiences and using a range of communication channels; (D)
8. Solid experience of organising successful committees, meetings and events; (E)
9. Excellent IT skills and competency in all common software packages including Outlook, Word, Excel and database management (E). Strong experience of website content management systems (WordPress) and social media (D);
10. Experience of budget management and financial reporting. (D)
11. High level of literacy and numeracy. (D)

**Other skills and aptitudes**

1. The confidence and credibility to liaise with senior colleagues and external stakeholders; (E)
2. Excellent time-management skills, with the ability to prioritise tasks and deliver to tight deadlines; (E)
3. A flexible approach to taking on a wide range of tasks and using a broad range of skills in a fast-changing environment; (E)
4. A positive team-player mentality, able to work in a small team and support colleagues. (E)

**Equal Opportunities**

The Heritage Alliance is fully committed to the provision of equal access and opportunity as an employer.

**Application details**

The closing date for applications is noon on 24 July 2023, with interviews expected on 31 July (conducted online via Zoom).

**Start date:** 1 September 2023

**Place of work:** The Heritage Alliance office, central London (with options for home working)

**Reporting to:** The HEF Team Leader

**Hours per week:** 17.5 hours per week, working pattern to be agreed

**Salary:** £36,000 p.a. (FTE). This is a fixed term project-funded post, initially until the end of March 2025 (subject to funding), with a one-month probationary period.

Please email your completed application form (preferred method) with a covering letter outlining your reasons for applying for the post to Dr Mike Heyworth, HEF Team Leader, heftask1@historicenvironmentforum.org.uk to arrive by noon on24 July 2023.

**About The Heritage Alliance (which hosts the Historic Environment Forum)**

The Heritage Alliance is the largest coalition of heritage interests in England. Together its members own, manage and care for the vast majority of England’s historic environment.

The Alliance represents over 190 Members - major national and regional non-Government organisations, from larger bodies such as the National Trust, English Heritage, and universities, to many smaller and more specialist bodies representing visitors, owners, volunteers, professional practitioners, funders and educationalists – which are in turn supported by well over 7 million members, Friends, staff and Trustees. Find out more about the Alliance’s work here: www.theheritagealliance.org.uk