

## **HEF OPERATIONS & ENGAGEMENT MANAGER**

(4 days a week, £37,000 FTE)

Fixed-term contract (maternity cover post) from 22 September 2025 to 9 October 2026 (week's handover at each end of one-year contract).

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 the operations and engagement of the Historic Environment Forum and its Steering Group.

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 highly 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 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 Heritage Sector Resilience Plan and other action plans agreed by the Forum
- Agree task group priorities (stemming from the HEF Resilience Plan) 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.

From spring 2020 there has been a new approach to continued collaborative working by the Historic Environment sector in England. Collaboration is focussed around an agreed Heritage Sector Resilience Plan 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 2020 transition to a new Historic Environment Forum with associated steering group and tasks groups 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. Since 2020, HEF has contributed to shape guidance, and supported well-informed advocacy of its members in relation to key priorities such as climate change. HEF is increasingly seen as one of the go-to partners for DCMS and ALBs to act as a sounding board and to test ideas.
- **Stronger, less fragmented and more efficient sector.** We build on the achievements of HEF and Heritage 2020 programme, which enabled productive working relationships between the key stakeholders in the historic environment sector. HEF provides a platform to enable stakeholders to work with shared purposes and priorities, to benefit the historic environment, the sector and society as a whole. Through coordination and a regular review of activities, HEF aims to reduce duplication of activities in the historic environment sector and therefore make the best use of resources in the sector.
- **Positive change through collaboration** in the historic environment sector in England. A coordinated approach and the output-focussed task groups will 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. For example, through increased awareness on the role that the heritage sector can play in tackling climate change, HEF encouraged key stakeholders to act and

advocate for positive commitment in environmental matters. This attitude to foster positive change and advocacy drives HEF activities.

- **Sector better equipped to support, maintain and champion heritage in the long term.** Dedicated resource for HEF will ensure that the Forum plays a vital coordination role and is accountable for the delivery of agreed activities. The task groups approach ensures that the Strategic Framework and other priorities are broken down into realistic and manageable tasks that can be delivered in a timely and measurable way. As a consequence, HEF members will be better equipped to deliver real world outcomes and collectively champion the historic environment in the long term.
- **Collaboration is promoted and celebrated.** Through its communication channels, HEF will provide 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 Operations & Engagement Manager will be responsible for ensuring that the governance works effectively and that there is clear communication between the task groups, HEF and HEF stakeholders so that the strategic framework is delivered and outputs are communicated widely to maximise impact.

### **Key responsibilities:**

1. Facilitate the development of strong and productive working relationships between organisations within the sector and across sector boundaries to maximise buy-in to the Heritage Sector Resilience Plan and HEF itself.
2. Provide professional secretariat functions to the Historic Environment Forum (virtual and in person as appropriate), meeting around 8 times virtually and two/three times in-person over the year. You will be responsible for all logistics, attendance, preparation/coordination of papers, and minutes.
3. Provide professional secretariat functions to the Historic Environment Forum Steering Group (virtual and in person as appropriate). Frequency anticipated as quarterly. You will be responsible for all logistics, attendance, preparation/coordination of papers, and minutes.
4. Provide professional secretariat functions to the HEF Heritage Skills Demand group, a voluntary HEF group aimed at stimulating demand for heritage skills.
5. Oversee the Governance work for HEF, including terms of reference, membership and attendance and future operation.
6. Carry out research and analysis functions as appropriate to support HEF, its HEF steering group and inform and progress delivery of the HEF strategic framework.

7. Oversee completion of quarterly and annual funder reports for the HEF new model project.
8. Lead HEF communications across digital and non-digital platforms including writing the HEF newsletter and other news updates, managing web and social media content, running and reporting on consultations, contributing to events.
9. Develop the role of HEF communications and voice and work in line with the HEF Communications & Engagement Plan;
10. Update the HEF website that provides a focal point for HEF communications and resources.
11. Maintain a visual identity for use by HEF in communications.
12. Coordinate an annual HEF sector event.
13. Oversee the production of the annual Historic Environment Overview publication (part of Heritage Counts).
14. Oversee the HEF project budget, in liaison with the Heritage Alliance Finance Manager .
15. Maintain well-organised project records and ensure sound data management and archiving.
16. Any other administrative duties as required in support of the project.

### **Person Specification**

#### **Qualifications**

1. Educated to degree level or equivalent with at least two years' relevant work experience;

#### **Knowledge and experience**

2. Demonstrable experience of successful management of complex projects with multiple stakeholders
3. 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;
4. Experience of working with, managing, and getting the best out of multiple partners and stakeholders;
5. Good research skills and the ability to understand, analyse and collate complex information and prepare clear, concise and accurate evidence, briefings and reports;
6. The ability to think strategically and manage a broad range of competing priorities, prioritising these effectively and driving forward your projects to delivery;
7. Experience of developing and implementing monitoring and evaluation frameworks;
8. Excellent written and verbal communication skills. Experience of writing copy for publication to a wide variety of different audiences and using a range of communication channels;
9. Solid experience of organising successful committees, meetings and events;

10. Excellent IT skills and competency in all common software packages including Outlook, Word, Excel and Teams/ Zoom. Strong experience of website content management systems (WordPress) and social media is highly desirable;
11. Experience of budget management and financial reporting.
12. High level of literacy and numeracy.

#### **Other skills and aptitudes**

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

#### **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 Tuesday 12 August 2025, with interviews on Wednesday 20 August (conducted online via Zoom).

**Start date:** 22 September 2025 or as soon as possible thereafter

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

**Reporting to:** The HEF Team Leader

**Hours per week:** 28 hours per week, working four days a week

**Salary:** £37,000 p.a. (FTE). This is a fixed term project-funded post to provide maternity leave cover until 9 October 2026, 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@historicismenvironmentforum.org.uk](mailto:heftask1@historicismenvironmentforum.org.uk) to arrive by noon on Tuesday 12 August 2025.

## 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 200 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](http://www.theheritagealliance.org.uk)