



Scampston Conservatory Restoration and Learning Project Job Description for Heritage and Learning Officer (0.6)

Commencing in April 2013, a Heritage and Learning Officer will be required to deliver the three-year programme of access, learning and participation activities as outlined in the Scampston Conservatory Restoration and Learning Project Activity Plan: this is a project supported by the Heritage Lottery Fund

Scampston Estate has been in the ownership of the St Quintin and subsequently the Legard family since 1690. There has been a very strong horticultural tradition within the family who have employed some very knowledgeable and entrepreneurial head gardeners in the nineteenth and early twentieth century. Subsequently, at the end of the twentieth century, the Walled Kitchen Garden which had lain derelict for almost fifty years, was given a new lease of life with a contemporary design by Piet Oudolf; the Walled Garden has been open to the public since 2004. Both the garden and the Hall have won major awards during the last ten years. One of the most important elements of this post is the fact that the Heritage & Learning Officer (HLO) will be working for (and from) the new Heritage and Learning Centre within the restored nineteenth century Glasshouses built by Richardsons of Darlington and the Bothies within The Walled Garden.

Scampston is a private house and garden, only recently opened to the public, so this new appointment has enormous potential and scope. The person appointed will need huge energy, initiative and creativity and will have input in the final design and layout of the centre.

The post will include the following key tasks:

- To manage the programme of community engagement activities for the Conservatory Restoration and Learning Project including school and adult learning programmes, events, exhibitions and workshops
- To recruit and manage a team of volunteers to develop and deliver a programme of temporary exhibitions
- To undertake some research related to the history of Scampston Conservatory, write copy and oversee the design of interpretive text panels and IT audio-visual interpretation
- To liaise with Oral Historian and incorporate their findings into the overall interpretive scheme
- To develop appropriate family workshops to improve access and enjoyment of the heritage activities programme
- To collaborate with the Project Manager to produce an Evaluation Report when the project finishes

The Heritage & Learning Officer will have the following key skills and experience:

- Direct relevant experience of running heritage learning activities and/or community engagement activities within a museum, stately home, heritage centre, garden or similar
- An understanding of working with different audience and community groups
- Experience in researching and writing for interpretative media and exhibitions
- Experience of recruiting and managing volunteers
- The ability to work effectively under pressure and to tight deadlines
- Experience of working with budget constraints
- Experience of managing, monitoring and reporting procedures for funders and providing relevant reports
- Excellent written and oral communication skills
- Good IT skills including Word, Excel and PowerPoint and social media
- A clean driving licence and use of a vehicle

Pay and conditions

This is a part-time position for an initial period of 3 years in the first instance. There will be a probationary period of 6 months, at which time the contract will be reviewed and made permanent or either party may terminate the employment contract. There will be ongoing performance reviews at 6 month intervals thereafter which will track and advance your personal development within the organisation.

The successful candidate will work 3 days per week (actual working days are open to negotiation). We would consider the possibility of a job share. It is also possible that the contract will be renewed after 3 years dependent on the success of the project.

Your main place of work will be at Scampston. Some travel to within the local area will be required. Very occasional evening and weekend working and possibly overnight stays may be required for events and training.

Salary: £22 - £25,000 (pro rata) depending on skills and experience.

To apply you should send a CV and a covering statement of no more than 2 pages explaining how your relevant experience and skills meet the requirements specified in the job profile, to The Project Manager, Lady Legard, The Estate Office, Scampston, Malton, Yorkshire YO17 8NG

For further details, please contact the Project Administrator, Anne Ainsley, on 01944 759111, or anne@scampston.co.uk

Application Closing Date: 11th March 2013

Proposed dates for Interviews: Wednesday 20th March 2013

