

HLF Support Officer for the First World War Centenary Hub

This is an exciting opportunity to work with the Heritage Lottery Fund, Historypin and a wide range of First World War Centenary projects across the UK. We anticipate the successful candidate will be able to join us at the end of July 2014 and commit to 10 weeks due to end at the end of September/ beginning of October 2014. This is an ideal opportunity for an individual to develop their project management skills in a heritage context whilst being able to demonstrate individual initiative and be self-motivated.

Job Title: HLF Support Officer for the First World War Centenary Hub

Salary: £25k per annum

Reporting to: First World War Centenary and Anniversaries Advisor

Contract: Fixed term full time for 10 weeks. (40 hours per week including 1 hour for lunch)

Location: London SW1, with possible travel around the UK.

Background and purpose of the role

The Heritage Lottery Fund (HLF) provides funding for a wide range of organisations to undertake First World War Centenary projects. Projects include activities such as researching, identifying and recording local heritage; creating a community archive or collection; developing new interpretation of heritage through exhibitions, trails, websites etc.; conserving a war memorial; and researching, writing and performing creative material based on heritage sources. For more information about HLF's funding for First World War projects see www.hlf.org.uk/FirstWorldWar

HLF is working in partnership with Historypin to create a First World War Centenary Hub on Historypin (www.historypin.com) to enable organisations to share their projects on an online map.

By registering with the Hub, projects will be able to set up their own page, to record their project activity and to share heritage material via a map. They will also be able to invite others to explore and contribute to this map. The Hub will draw all these projects and materials together, enabling the public to explore First World War activities in their local area and connect directly to opportunities to participate online and offline.

The Hub is currently under development and will be ready for projects to add material at the end of July 2014. HLF and Historypin will be showcasing the Hub in October, which will require it to be populated with Centenary projects and heritage material.

The purpose of this role is to encourage and support First World War projects in 6-10 selected areas across the UK to populate the Historypin First World War Centenary Hub with project information and heritage material. The role demands enthusiasm, flexibility, good interpersonal skills and commitment.

Further information about the Heritage Lottery Fund and Historypin is appended to this job description.

Main duties

You will be responsible for ensuring that the Historypin First World War Centenary Hub is populated with projects and heritage material in 6-10 selected areas of the UK. You will do this by directly supporting all HLF-funded First World War projects in those areas, and as many non HLF-funded projects as possible, to set up a project, upload content and curate materials on Historypin. Direct support is likely to include:

- Promoting the benefits of the Historypin FWW Centenary Hub to projects, and suggesting how they can best make use of it.

- Clearly setting out and leading projects through the necessary steps required to join the Hub.
- Providing phone and email support, and practical advice, to projects that need assistance using the Hub.
- Explaining and providing advice on copyright in order that projects can share heritage assets.
- Editing copy and sourcing images where necessary.

You may be required to provide support to groups of projects by running workshops or training events.

You will work in collaboration with Historypin's FWW Centenary Community Officer.

Person specification

1. Friendly and personable, with the ability to enthuse, motivate and communicate effectively with a wide range of people.
2. Interested in supporting local First World War community projects.
3. Well organised and able to plan and manage own workload, with the determination to achieve tasks to a deadline.
4. Excellent IT and digital skills, including the use of websites such as Historypin.
5. Ability to explain and guide people less familiar with digital technology through using Historypin.
6. Excellent written and verbal communication skills, including presentation skills.
7. Understanding of equality and diversity particularly in the context of this role's remit to support HLF's corporate objective to increase diversity in grant giving, governance and the workforce.
8. Availability to commit to a 10 week placement and see the project through to completion.

Training

You will be provided with training and support to:

1. Use the First World War Centenary Hub on Historypin.
2. Understand basic copyright information relevant to the project.
3. Provide basic technical support and guidance for HLF project leaders.

How to apply

Please send your CV along with a covering letter and supporting statement demonstrating what previous relevant experience you may have; what skills you will bring to this role; how you meet the person specification with examples; and why you are interested in the role. Please also confirm that you are eligible to work in the UK and can commit for the 10 week duration as specified above.

Submit applications by Tuesday 1 July 2014 to Anna Jarvis, First World War Centenary and Anniversaries Advisor, by e mail annaj@hlf.org.uk

Interviews will be held in our London office on Wednesday 9 July 2014.

If you do not hear from the recruiting officer by the interview date please assume you have not been successful but thank you for your interest in this role and our organisation.

About the Heritage Lottery Fund

The Heritage Lottery Fund (HLF) was set up by Parliament in 1994 to give grants to a wide range of projects involving the local, regional and national heritage of the United Kingdom. We distribute a share of the money raised by the National Lottery for Good Causes.

We allocate grants to projects in England, Northern Ireland, Scotland and Wales and since 1994, the HLF has awarded £6billion to more than 37,000 projects across the UK.

We are officially known as a 'non-departmental public body'. This means that, although we are not a government department, the Secretary of State for Culture, Media and Sport issues financial directions to us and we report to Parliament through the department. Our decisions about individual applications and policies are entirely independent.

HLF is administered by the Trustees of the National Heritage Memorial Fund (NHMF) which separately allocates grants to our national heritage, acting as a fund of 'last resort'.

What do we do?

The Heritage Lottery Fund is the UK's leading funder of our diverse heritage and the only heritage organisation that operates both across England, Northern Ireland, Scotland and Wales, and funds the entire spread of heritage – including buildings, museums, natural heritage and the heritage of cultural traditions and memories.

Our strategic framework for 2013-2018 sets our plans to deliver long term and sustainable benefits in response to the emerging needs of the heritage sector. We describe the difference we want to make for heritage, people and communities through a set of outcomes. These outcomes reflect the full range of what we want to achieve and are drawn directly from our research into what HLF-funded projects have actually delivered. For more about our outcomes see: www.hlf.org.uk/HowToApply/Pages/Outcomes.aspx

We aim to support work designed to care for the heritage and to help people to experience and enjoy it. For example:

- Improving the management and sustainability of heritage.
- Creating opportunities for people to learn about their heritage.
- Building repairs and conservation work.
- Encouraging more and a wider range of people to engage with heritage - especially people from communities who have not been involved in heritage before.
- Buying items, land or buildings which are important to our heritage.

Fast facts about HLF

- We have given more than £1.6billion to museums and galleries.
- Nearly 550 public parks have been rejuvenated with the help of £580million from HLF.
- We have funded over 2,300 projects to raise awareness of and conserve threatened habitats and species such as the black grouse and horseshoe bat.
- More than 60,000 young people have led projects and learned about heritage through our Young Roots grant programme.
- We have bought 71,710 hectares land for nature conservation – that's equivalent to the size of the world's eight smallest nations combined.

For further information please visit our web site: www.hlf.org.uk

About Historypin

Historypin is a way for people to come together, from across different generations and cultures to explore and share the history of their local communities. Whether from archives around the world or shoeboxes in attics, Historypin is finding new ways to share, collaborate around, and participate in local history.

Historypin was created by the not-for-profit company We Are What We Do, as part of a unique partnership with Google. Over 1,500 institutional partners are now sharing content on Historypin, including libraries, archives, museums, schools, historical societies, commercial archives, and community groups; not to mention over 50,000 individual members.

From 2014, Historypin will aim to make a substantial contribution to local First World War Centenary activities, boosting discovery, participation and preservation through a dedicated Centenary Hub and a programme of community engagement and support.

For further information please visit www.historypin.com