

24<sup>th</sup> July 2023

**Vacancy for Heritage Centre Manager**

Thank you for your interest in the above vacancy at Stone Town Council.

I have attached copies of the job description and person specification for the post. Please ring me if you would like to have an informal discussion about any aspects of the role.

We are looking for an enthusiastic and experienced individual to join our small, dedicated Council team to take on the day-to-day responsibility for managing the Stone Heritage Centre. This is a new post at a new Centre that will require both an innovative approach to the establishment and the running of the Centre and the experience and drive to make it a success.

The Centre will be operated as an integral part of the Town Council's operations, with the Manager supported on site by a team of volunteers.

The post is part-time, 25 hours per week. It is expected that these hours will be worked at the Heritage Centre, and include the 20 hours per week that the Centre is expected to be open. Detailed opening hours are yet to be finalised, but are expected to be spread over five days, including weekends. Some evening working may also be required.

Applications should be made online via the form which can be accessed on the Council's website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk). This online form must be completed in one sitting, as there is no option to save a partially completed form. I have therefore included a pdf form in this pack for reference, so that you are aware in advance of the questions that you will be asked and can prepare accordingly. Please ensure that you do not submit the attached form to the Council, or any other forms of application such as a CV, as only applications submitted online via the Council's website will be considered. If you are unable to complete the online form, please contact me to discuss the best way for you to apply.

The closing date for applications is midnight on 6<sup>th</sup> August 2023, with interviews expected to be in the week commencing 14<sup>th</sup> August 2023.

I look forward to receiving your application.

Les Trigg  
Town Clerk

15 Station Road, Stone, Staffordshire ST15 8JP  
T: 01785 619743 F:01785 619741 E: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk)

Post Title: **Heritage Centre Manager**

Reporting to: **Town Clerk**

Date: **July 2023**

**Job Description**

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### **Salary**

SCP 18-20 - £27,344-£28,446 per annum (pro-rata)

£18,469 - £19,220 per annum approx. based on a 25 hour week

(Salary figures do not include the April 2023 pay award, which is yet to be agreed.)

NOTE: The post will require regular, 25 hour per week attendance at the Heritage Centre, to include the 20 hours per week that the Centre is expected to be open. Detailed opening hours are yet to be finalised, but are expected to be spread over five days, including weekends. Some evening working may also be required. It should be noted that his post will offer very limited, if any, opportunity for flexible/hybrid working.

### **Job Purpose**

Responsible to the Town Clerk for the day-to-day management of the Stone Heritage Centre. The Centre is a new undertaking by the Council, and is expected to take a prominence celebrating the heritage and culture of Stone. The role will include the day-to-day running of the Centre, managing volunteers, maintaining and updating the Heritage Centre's collection, and planning and arranging displays and exhibitions including the innovative use of digital technology.

### **Supervisory Responsibilities**

There are no staff reporting directly to the Heritage Centre Manager, but the postholder will be expected to supervise and help recruit volunteers working at the Stone Heritage Centre. Whilst not reporting to the Heritage Centre Manager, the Council's Marketing and Events Organiser will be available to deputise in the absence of the Centre Manager, and will need to be trained accordingly.

### **Duties and Responsibilities**

1. To manage the Stone Heritage Centre on a day-to-day basis, in accordance with the policy requirements of the Council and the operational requirements of the Town Clerk.
2. To supervise and help recruit volunteers working at the Stone Heritage Centre, and arrange attendance rotas to ensure that appropriate staffing levels are maintained.
3. To train volunteers and others as needed to ensure the successful operation of the Centre.
4. To support the Council's Marketing and Events Organiser with publicising the Centre and its activities.

5. To manage the Centre's collection, including its safekeeping and its continued relevance, and to regularly arrange new and temporary displays, ensuring that the Centre's offering is kept fresh and interesting.
6. To seek to maximise the use of digital technology within the Centre, to keep it current and to increase access to both the collection and the information that lies behind it.
7. To liaise with schools and local organisations to encourage attendance at the Centre and to ensure that it continues to meet their needs.
8. To operate the Centre as a tourist information point.
9. To manage access to the Centre's meeting room/classroom and to arrange catering as needed.
10. To identify potential sources of external funding and, where agreed, to apply for grants.
11. To manage any budgets specifically allocated by the Town Clerk.
12. To support other Council activities as needed to ensure the effective delivery of the Council's overall responsibilities. These activities may take place at evenings or weekends.
13. To undertake such other duties as may be reasonably requested by the Town Clerk including covering the work of other staff where necessary.

Post Title: **Heritage Centre Manager**

Reporting to: **Town Clerk**

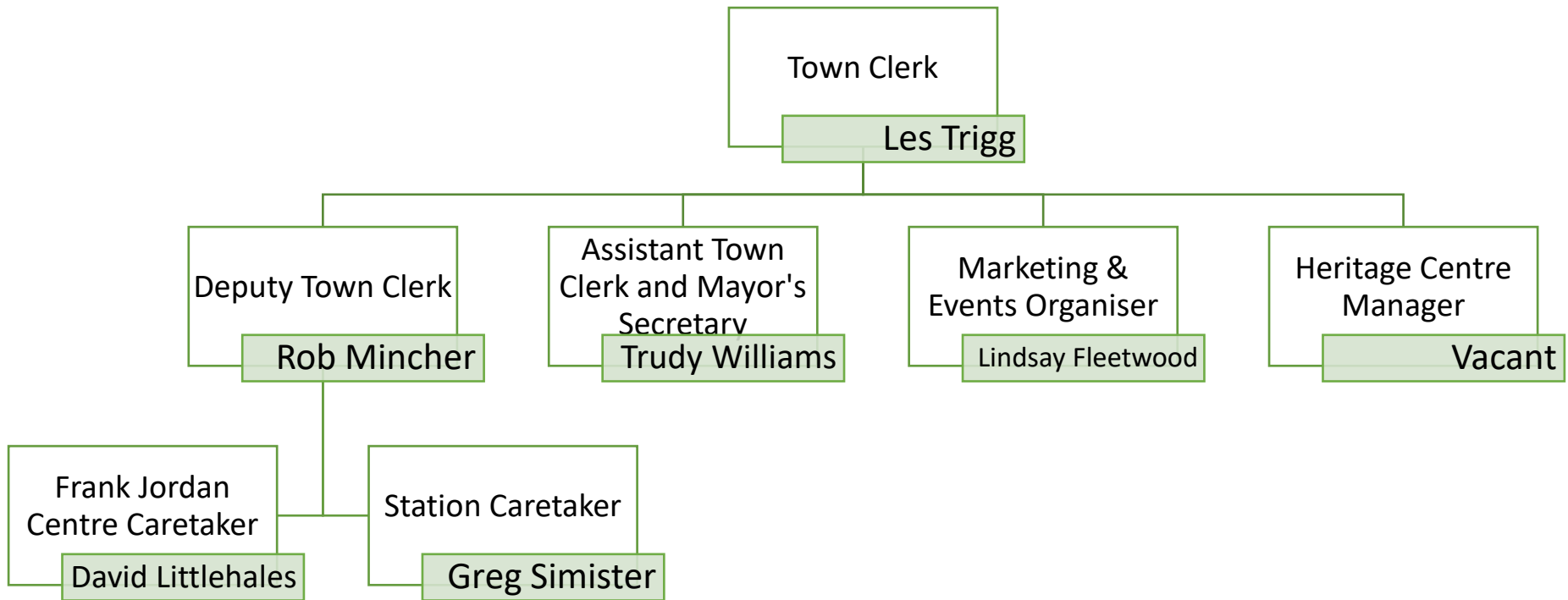
Date: **July 2023**

**Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, professional qualifications and training</b>	<p>High level of literacy</p> <p>5 GCSEs including English</p> <p>Level 3 qualification (A level or equivalent) in a relevant area</p>	<p>History or heritage related training or qualification</p> <p>GCSE Mathematics</p> <p>Further relevant training or qualifications</p>
<b>Abilities: Practical and Intellectual skills</b>	<p>Ability to work effectively on your own and in a team</p> <p>A good understanding of the heritage sector.</p> <p>Experience of dealing with the public</p> <p>Experience of managing small projects</p> <p>Computer literacy, particularly Microsoft Office</p> <p>Ability to communicate confidently and effectively both orally and in writing</p> <p>Excellent organisational skills</p>	<p>A working understanding of local councils</p> <p>Previous working experience in the heritage sector</p> <p>Experience of managing volunteers</p> <p>Experience of managing premises</p> <p>Experience of obtaining external funding and managing budgets</p> <p>Knowledge of specialist heritage centre/museum software</p> <p>Experience of dealing with schools and local organisations</p> <p>A flair for presentation and design</p>
<b>Circumstances</b>	<p>Available to personally attend during Centre opening hours and as otherwise required by the Council, including regular weekends and some evenings.</p> <p>(Note: This post will offer very limited, if any, opportunity for flexible/hybrid working.)</p>	<p>Current driving licence</p>

# Stone Town Council

## Staffing Structure – July 2023



# Heritage Centre Manager

Job Application

\* Required

## Contact Details

1. Full Name \*

2. Address \*

3. Telephone Number \*

4. Email Address \*

## Career Background

5. Previous Employment – Please give details of all previous employment, indicating each employer and details of posts held with dates and reasons for leaving. Start with your current or most recent employment and work back through all previous jobs, explaining any breaks in employment. \*

6. Education and training – Please show courses studied, any qualifications received and where you undertook the study. The essential requirements for this post are 5 GCSEs (or equivalent) including English, and a Level 3 qualification (A level or equivalent) in a relevant area. Please show clearly that you have achieved these and include any other qualifications that you have obtained or courses undertaken, noting particularly those listed as desirable in the person specification. \*



## Experience/Skills Related to Post

7. Skills - Please indicate the skills that you would bring to this role. The essential requirements are the ability to work effectively on your own and in a team, computer literacy, the ability to communicate confidently and effectively both orally and in writing, and excellent organisational skills. Please set out clearly why you believe that you possess these skills, with examples where appropriate, and what other skills you would bring to this role, noting particularly whether you have any of the skills listed as desirable in the person specification. \*

8. Experience - Please indicate the experience that you would bring to this role. The essential requirements are a good understanding of the heritage sector, experience of dealing with the public, and experience of managing small projects. Please set out clearly the experience that you have in these areas, with examples where appropriate, and what other relevant experience you would bring to this role, noting particularly whether you have any of the experience listed as desirable in the person specification. \*

9. Circumstances - This role will require personal attendance at specified hours, including regular weekend and some evening working. It will offer very little, if any, opportunity for flexible/hybrid working. Please indicate that you would be both willing and able to undertake this aspect of the role, and any limitations that you may have on your availability in this respect. \*

10. Other evidence to support your application – Please provide any further details to support your application, including your reasons for applying. \*

## Other Information

11. Do you hold a current UK driving licence \*

Yes

No

12. Do you consider yourself to be disabled and, if so, would you require any specific arrangements when attending an interview? Please give details. \*

13. Are you authorised to work in the UK? \*

Yes

No

14. Is there any other information that you would like to pass on to the selection panel (e.g., dates when you may be unavailable for interview)?

15. Please list two people that we can approach for references who are not related to you, one of which should be your current or most recent employer. Their name, address, phone number, email, and details of their relationship to you should be provided. Please note that the Council will not contact referees unless you are selected for interview. \*

16. Where did you see this post advertised? \*

## Submission

By submitting this form, you are confirming that:

- You wish to apply for the named post with Stone Town Council.
- You have compiled and completed this application personally, and without the use of AI aids such as ChatGPT.
- To the best of your knowledge, the information on this form is complete and correct.
- You consent to your named referees being contacted if you are selected for interview.
- You understand that this data is being collected for job applicant selection purposes, and consent to the storage of this data by the Council in accordance with its privacy policy, which can be viewed at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).
- You understand that any attempt to knowingly mislead the Council within the application process may result in disqualification of your application or, if appointed, dismissal on the grounds of gross misconduct.

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