

City of Edinburgh Council job description

Post title	Community Heritage Officer
Directorate	Place
Service	Sustainable Development
Responsible To	Programme Manager
Number of post holders	1

Purpose of job

The post will be responsible for providing officer support within the Council to successfully deliver the National Lottery Heritage Fund and Historic Environment Scotland funded project: "Linking and restoring the fragmented heritage of Granton Waterfront, Edinburgh".

The what - major tasks and job activities

Your major tasks will include:

1. Project manage the implementation and delivery of a [Community Heritage Activity Plan](#), [Training and Skills Plan](#) and [Interpretation Plan](#) and other key project workstreams and initiatives.
2. Build effective working relationships with internal and external stakeholders, including project funders, community members, and heritage custodians.
3. Work closely with key personnel on project communications, including website maintenance, social media and press.
4. Chair and coordinate community and project meetings, such as the project Area Partnership Board.
5. Carry out ongoing consultation and engagement activities to gather feedback, share information and inform decision-making.
6. Undertake a range of monitoring and evaluation activities to assess progress against project outcomes.
7. Compile and organise information for regular reports to project funders as required.
8. Scoping, identifying, and executing miscellaneous heritage interventions and projects.
9. Collaborate with the team to identify funding opportunities and develop and submit grant proposals to secure additional funding that complements and enhances existing project resources.

General Duties

10.To carry out other tasks as required.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring (knowledge, skills and experience):

- Experience of working with community groups to deliver complex projects balancing conflicting needs and expectations
- A strong knowledge of project/programme management, with the ability to deliver initiatives effectively, whilst applying robust administrative practises and maintaining accurate budget planning, monitoring and financial control.
- Excellent interpersonal and oral and written communication skills, with high levels of literacy, to effectively communicate with a range of partners in a multi-function environment.
- Interest and experience working in areas such as heritage, community development, community engagement, and/or placemaking.
- A relevant degree or equivalent experience is essential

You'll be responsible for (creativity and innovation):

- Bringing a creative and innovative approach to work, with the flexibility to adapt quickly to evolving community needs and priorities, ensuring inclusive and responsive service delivery.
- Building and maintaining effective relationships with a diverse range of internal and external stakeholders (including community members, funders and service areas), navigating differing priorities and perspectives to facilitate collaboration and achieve balanced, outcome-focussed solutions.
- Implementing new ways of working, establishing clear processes and procedures to effectively manage, monitor and evaluate performance ensuring continuous improvement and successful outcomes.

You'll regularly take decisions:

- On effective project delivery, balancing competing priorities and managing complex stakeholder needs to achieve timely and high-quality outcomes.

The decisions you take will:

- Ensure the project successfully achieves its intended outcomes.
- Build trust and promote collaborative working between the Council, its partners and the community.
- Deliver meaningful and impactful benefits for the community and wider regeneration programme.

Environment - work demands, physical demands, working conditions, work context

You'll normally work:

- With competing priorities and demands, often within tight deadlines. Your activities may often be subject to change.
- Autonomously and re-prioritise your workload where necessary.
- With some requirement to take care in relation to environment and work activities. You'll also need to take care when dealing with people. However, this will not be more than the normal required of a council employee.

Supervision and management of people

- This post does not carry direct line management responsibilities.

Resources the job holder will be responsible for

- Support the management and monitoring performance against project outcomes to external funders.
- The post will be expected to support services in budget management.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).