

Heritage Project Officer

Job Description

Location:	Sheffield Eagles Office / Home working / Remotely	Salary:	£28,000 per annum Pro Rata
Hours:	Part Time 0.5 / 18.75 hours per week (Evening & Weekends required)	Employment Type:	2 Year Fixed Term Contract

Job Purpose

This post is employed by the Eagles Foundation, funded by the National Lottery Heritage Fund and will involve working closely with the Sheffield Eagles Rugby League Club. It will develop and lead the “*Sheffield Eagles – the story of a Rugby League club battling against the odds*” project a two-year project to collect, record and share the heritage of the Sheffield Eagles Rugby League Football League Club. This will include:

- Researching archives
- Digitisation of key documents and items from the club’s past
- Collecting stories
- Training and support to volunteers
- Sharing the stories
- Working with the local community

A full summary of the project is included in support of this job description.

Duties and Responsibilities

Specific Duties and Responsibilities

1. Implement and deliver the Sheffield Eagles Heritage Project, as set out in the application to the National Lottery Heritage Fund in order to meet all the outputs and outcomes.
2. Work with the Sheffield Eagles Rugby League Club, the fan base, past and current players, the local community, partner organisations and the wider Rugby League community to involve them in the project.
3. Develop a detailed project plan building on the one set out in the Heritage Fund application to guide the project throughout the two years.
4. Manage and review the project risk register.
5. Undertake research including desktop, archives and other sources to identify materials relating to Sheffield Eagles
6. Engage with people who may hold memorabilia or key documents about the Sheffield Eagles and manage the digitisation of those materials



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7. Commission, develop and maintain a project specific website that contains all the information collected through the website.
8. Ensure all information collected is held securely, is sufficiently backed up and complies with GDPR and other legislation.
9. Recruit and support volunteers to help with the delivery of the project and develop their skills and experiences.
10. Appoint and manage consultations and contractors as required to support the delivery of the project.
11. Ensure the project is delivered in line with any relevant legislation, contractual requirements or best practice.
12. Report to the lead Trustee and project steering group on a regular basis with details of progress against delivery targets.
13. Lead on training events as required.
14. Commission, create or produce leaflets, publications, podcasts and films to promote and share the project.
15. Undertake interviews with those linked to the Club to collect their stories so that can be shared on audio and video.
16. Identify and assist with funding bids to support the delivery of further projects growing out of the main project.
17. Manage the Heritage Fund funding secured, including submitting claims, recording expenditure, managing budgets and reporting on spend as required.
18. Organise and deliver events as part of the promotion and delivery of the project
19. To promote the project through social media, printed materials, networking, the media and through conversations with people, acting as an advocate for the project.
20. Data input to manage and support monitoring and evaluation.
21. To undertake necessary CPD when required to ensure you are up to date with all requirements.

General Duties And Responsibilities

The Eagles Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check.

To undertake all duties and responsibilities in line with current Eagles Foundation policies and procedures, including, but not limited to those relating to health and safety; equality, diversity and inclusion; safeguarding; and financial control.

To undertake any other duties as directed by the line manager that are commensurate with the post holder's experience and this job description.



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Person Specification

Minimum Essential Requirements	Assessment Method
Knowledge and Experience	
Experience of developing and delivering heritage projects, ideally those funded by the Heritage Fund	A / I
Experience of working with and supporting volunteers	A / I
Experience of developing and sustaining local partnership initiatives with a range of organisations including private, public, voluntary and faith sector	A / I
Experience of presenting information to a range of audiences	I
Experience in identifying, applying, securing and monitoring external funding and/or service generated income	I
Knowledge of working with budgets and purchasing	I
Skills and Abilities	
Ability and commitment to work irregular hours including evenings and weekends to meet the needs of our customers and partners	A
Good ability using ICT technology (MS Word, Excel, Outlook)	A
Ability to present written reports in clear, concise and understandable form to a wide range of audiences	A / I
Excellent communication skills, including interpersonal skills as well as the ability to engage with a range of customers and at times deal with challenging behaviour	I
Ability to work to specific deadlines and on own initiatives	I
Qualifications	
Educated to Degree Level	A

Key: A = Application. I = Interview.