

CDT Development Project - Job Description

Post Title: Heritage Activity and Events Organiser

Line-managed by: Project Planning and Development Officer

Responsible to: CDT Board



Salary and Hours

CDT Development Project: F/T post £25,000 for 37.5 hours per week

Main Duties

Responsibilities:

The Heritage Activity and Events Organiser will be responsible for work at Cultybraggan Camp to deliver final planning, funding and implementation of the Heritage Activity and Training Plan and an Events and Sports Programme to provide resources and facilities for a wide range of people coming to the camp, including: day visitors/tourists; interest groups; self-catering tourists/customers; community shareholders: volunteers; local community; school parties / study groups; and international visitors.

Accountability: Initial accountability will be through the CDT Estate Management Group, the Comrie Heritage Group, and the Events/Sports Working Group.

Tasks:

The tasks of the Heritage Activity and Events Organiser will include:

1. Completion of a 2018 Heritage, Events Activity Programme Plan
2. Delivering heritage interpretation material for the full range of visitors, including: Smartphone tour apps; nine storyboards: 9 boards; information packs as promotional material for self-catering residents and education course group and event organisers;
3. Supporting the development and publication of “Hands on History” educational materials and workshops, and promoting substantial expansion and arranging bookings from schools and student groups across Perthshire, Tayside and the central belt of Scotland;
4. Provide resources and promotion for expansion of guided tours through individual visitors and groups including tourist bus tours, and with CDT employment of tour guides;
5. Deliver heritage projects including: local primary school project to produce 3D Model of camp c1944; and geophysical exploration and community archaeological dig to identify three escape tunnels;
6. Explore partnering arrangements with 2 European communities with POW heritage;
7. Implement Volunteer Training Plan, including: oral history; tour guiding; archival research; local history; and involving study visit to Imperial War Museum, National Archive at Kew, & other museums.
8. Support planning, develop facilities and deliver programme events, sports and open days;
9. Contribute to project/business planning of Phase 2 resources, including: Guard Block Museum; interactive museum; exhibitions of memorabilia; and an Oral History Centre;
10. Liaising with CMG, Events Working Group and expert professionals throughout the development period, and ensuring work conforms to heritage, financial, health and safety and other event standards;
11. Provide inputs to all required funding applications, permissions (planning, building control, environmental), contractual arrangements with providers and event organisers and liaison with all statutory authorities;
12. Delivering project reports to all stakeholders at regular intervals on progress, problems and solutions, and input to reports through the CDT bulletins, website, open meetings and special community events as required to maintain the highest level of community involvement;
13. Undertake any other duties appropriate to the post and in accordance with the needs of CDT.

Salary Note

Salary reflects nature, complexity of the tasks required, and the level and scale of responsibility for project delivery, requiring a degree holder with relevant qualifications or experience in heritage resources and event delivery, or someone with relevant experience in project planning and project management of heritage facilities and event management. The salary is commensurate with posts carrying similar duties and responsibilities within the third sector across Scotland.

Skills and Qualifications:

Degree holder, preferably in relevant subject, or someone with relevant heritage and event experience
Knowledge of project and event management approaches and requirements
Direct work experience in project and event planning, development, delivery and management
Knowledge and experience of relevant IT systems
Good organisational and communication skills
Analytical approach, numerate and literate
Qualified driver with a full, clean drivers licence.

Key competencies

Critical thinking and problem solving skills
Planning, organizing and decision-making
Skills in communication
Ability to relate well to people from a wide range of backgrounds and experience
Good team worker with ability to work jointly with others
Skills in negotiation and directing activities



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Supported by Rural Perth & Kinross LEADER Programme 2014-2020: The European Agricultural Fund for Rural Development: Europe investing in rural areas.

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