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World Heritage Site Coordinator

Evaluated Grade PO1

Job Description

Job Purpose

As part of the Development Management Team the post holder coordinate the management of the Ironbridge Gorge World Heritage Site (WHS), working with all stakeholders to sustain the recognised Outstanding Universal Value.

The role will provide and coordinate advice to WHS Stakeholders, in addition to managing the delivery of the adopted WHS Management Plan, the action plan, and leading any review as necessary for adoption by all bodies including UNESCO.

The postholder will be responsible for the identification, submission of Heritage Lottery and other Funding bids, and work with partners to raise support for the WHS.

The postholder will work in line with Council policies and plans to develop and implement projects to promote the WHS

Major Tasks

- Provide an administrative function to the Ironbridge Gorge World Heritage Site Steering Group (WHSSG) providing administrative support for steering group meetings, management of social media accounts, web site and calendar of events.
- Attend and effectively engage with a range of stakeholder groups to represent WHS related matters & to undertake actions and respond to issues as required by WHSSG
- Update and maintain the accuracy of the Statement of Outstanding Universal Value (SOUV) and comply with any other requirements as required by UNESCO
- Complete the UNESCO Periodic Review of Ironbridge Gorge WHS,
- Complete any review or creation of new management plans when required, including necessary consultation, and adoption processes. .
- Working with all stakeholders, produce an Implementation Plan in support of the delivery of the actions set out in the Management Plan, and support its delivery across the stakeholder, leading on Council objectives.
- Identify, prepare, and maintain a Funding Package to sit alongside the Management Plan identifying funding opportunities to support the delivery of the Management Plan for all stakeholders
- To lead on the identification, preparation, submission of any relevant grant funding applications to deliver the objectives of the Management Plan, ensuring the required delivery outputs, preparing any necessary reports and periodic monitoring. .
- Work with funding partners to identify and seek external funding opportunities, raise donations, grants, sponsorship and in kind support for projects in the WHS
- Monitor the implementation of the WHS Management Plan and Implementation Plan and making recommendations with regard to the need for variation in delivery or to rectify where actions have been delayed or changes are needed
- Support all partners responsible for the implementation of actions in the Management Plan
- Monitor legislation, statutory instruments, and circulars and planning guidance as required for your work area to deliver an efficient, effective and up to date service
- Establish a Stakeholder Engagement Plan providing a proactive point of contact for all enquiries relating to the WHS and effectively managing day to day communication with

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and between the diverse communities and stakeholders in relation to the management of the WHS

- To work with and support other council teams to market and promote the WHS as part of the councils overarching Destination Telford Programme, including support to any WHS Festival.
- To work alongside community partners, other council services and voluntary organisations in support of complimentary events and activities in the WHS e.g Coracle Regatta. And to inform on the suitability of certain events in the WHS location and work alongside the culture team and local stakeholders to identify these.
- Produce a Stakeholder Engagement Plan, providing a proactive point of contact for all enquiries relating to the management of the WHS and effectively managing day to day communication between the diverse communities and stakeholders in relation to the implementation of the WHSMP, and the protection of the OUV, to create a sustainable and vibrant WHS.
- To respond to Development Management issues, by providing appropriate input to Planning applications, enforcement matters, planning policy as and when they arise.
- To prepare leaflets, advice notes to promote work and issues that promote and sustain the WHS outstanding universal value.
- Maintain a comprehensive WHS website coordinating input from all partner organisations; alongside creating interactive social media posts that support the delivery of work by partners and drive the education of OUV across a variety of audiences.

Contacts & Relationships

- Regular contact with the Area Planning Manager – to discuss work, to receive advice and to provide professional advice regarding matters relating to the postholder's work.
- Adhoc contact with Development Management Service Delivery Manager – to discuss work, to receive advice and regarding matters relating to the postholder's work
- Occasional contact with the Directors to receive where necessary.
- Regular contact with Officers within the service area and other services including Team Leaders and officers from Prosperity & Investment, t, Engineering Services, Environmental Maintenance, Environmental Health, Finance and Legal Services to ensure their effective contributions to projects, and to give specialist advice as necessary.
- Occasional contact with lead Cabinet Member relating to projects and specific issues providing professional advice and seek their views in relation to the work affecting the WHS.
- Regular professional and contact with other Authorities, partner organizations, WHS SG and its stakeholders, as well as statutory undertakers, in Government and related bodies including UNESCO, ICOMOS-UK, and World Heritage UK as necessary to represent the WHS at a national and international level and to exchange information
- General public, owners of historic buildings, representatives of national and local groups- to provide professional advice and information and seek their views and support for the WHS.
- Attend public meetings, working groups or other for a involving the local community, Town and Parish Councils and other organisations
- Media – as necessary – to give information on behalf of the Council and the stakeholders, representing the WHS.

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Creativity

- The postholder will need to take a creative and individual approach to the work.
- The postholder will be required to initiate schemes to secure the OUV, involving various stakeholders. The post holder will need the ability to motivate people at all levels and in public and private sectors, as well as the general public..
- Draft clear policies and proposals under the direction of the Area Planning Manager to be adopted by Council and the stakeholders of the WHS. These will interpret and influence the direct management of the WHS, and the activities of all stakeholders.
- Produce technical reports on detailed and specialist topics, briefing the WHS SG, and other stakeholders
- Under the guidance of the Area Planning Manager Initiate and develop programmes, assessing the need for briefs/studies/evidence, instructing such work and delivering the outcomes. Coordinating more practical measures, such as securing grant aid from a variety of sources.
- Identify, write, and submit funding applications to assist the delivery of the WHS MP on behalf of the Council and the Stakeholders; this will include the production of evidence and business cases to support grants, lobbying and the promotion of the WHS with national and government bodies. The post holder will oversee the delivery of the grant and undertake any necessary monitoring
- Prepare and create material for various forms of media that promotes the WHS to all users that is engaging and educating various communities and groups.
- The post holder will require vision and enthusiasm to identify the opportunities and challenges facing the World Heritage Site and partnership working skills to ensure that partner organisations and the wider community work together effectively to address those opportunities and challenges.
- The postholder will be required to prepare appropriately articulated documents for the Council and external bodies and also to make verbal presentations about Conservation issues to a variety of groups and individuals.

Decisions

- The post holder will work closely with the Area Team Planning Manager to plan and coordinate the delivery of WHS MP priorities.
- Make recommendations to the Area Planning Manager and provide direction to the WHSSG on the implementation of the WHSMP; and make recommendations based on the outcome of WHSSG meetings.
- Working with the Area Planning Manager, the postholder will make recommendations to development policy changes to ensure effective delivery ,
- The postholder makes recommendations to the Area Planning Manager and the Service Delivery Manager before applying for grant funding, raise donations, sponsorship and in kind support.
- The postholder when executing the duties of project leader, will be expected to coordinate the work of officers from a number of service areas, external organisations and professions. Programmes and guidance will be issued to internal officers and their progress monitored to ensure that the programmes are undertaken in the best interests of the Council and the management of the WHS.

Management & Supervision

- The post holder will have no direct supervisory responsibilities
- The post holder is responsible for advising, guiding and mentoring colleagues within the core area(s) the officer is designated as a lead.
- The post holder will have occasional supervision of staff on a job by job basis.

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Supervision Received

- Responsible to the Area Planning Manager but working under minimal supervision with some delegated responsibility for planning and arranging their own work programmes and working outside established guidelines.

Complexity

- Providing a professional lead for a specialist area to manage the WHS, including Built Heritage & Environmental Conservation, Residential needs, Economy, tourism, infrastructure and maximising external funding for the WHS and its stakeholders, to deliver the Statutory functions of the Council, but also ensure a vibrant and living community that adapts to needs of residents and businesses without damaging the OUV.
- The post holder is required to have an understanding of international legislation and policy in relation to WHS as set by UNESCO; and that at national level.
- Be able to understand the cumulative impacts of minor incremental works, changes in activities and habits to and around the WHS carried out by all stakeholders and the effect on the OUV
- Understand the impacts on the WHS, that are key issues in a Management Plan; including meaning, use, development, visitors, diverse values, ecology, sustainability, natural change, political dimensions and resources.
- be the focal point for all Council matters conducted in the WHS.
- Manage and motivate teams including external stakeholders to maximise the opportunities, investments, understanding and protection of the OUV, and the delivery of the WHSMP.
- Establish and maintain effective relationships within the council and all stakeholders to facilitate the delivery of work.

Resources

Responsible for personal issued Lap tops, mobile phones and safety equipment in the office and whilst out on site.

Impact

- Lead officer for the coordination and management of World Heritage Site, insuring the protection of the OUV. This is a statutory responsibility, to ensure the creation and implementation of appropriate policy that manages the WHS, and the delivery of its management plan, safeguarding its internationally protected status. This maintains the diverse environment and economy for the protection of the borough, residents and economy.
- Promoting the delivery of high quality projects that coordinates the Councils and all WHS stakeholders' work and management; to respect the historic and natural environment, protecting historic fabric and character, whilst ensuring that the needs of users, from landholders to visitors is managed effectively
- Responsible for the identification of, bidding and expenditure of grant funding, sponsorship and in-kind work to preserve the OUV, finding opportunities above and beyond the stakeholders day to day work.
- Responsible for the production of professional material and its representation to WHSSG locally, to DCMS at a national level and UNESCO at an international level.

Physical Demands

The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events.

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There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.

Working Environment

Approx 80% of the time this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting.

There will be also will be exposure to conditions such as would be found outside; for example site visits, travelling for meetings and training.

Emotional Context

The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting, however this would be incidental and it would not be a formal part of the job to deal with this information.

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

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Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Desirable to have a degree or equivalent in a relevant discipline such as World Heritage Management / Sustainable / Cultural Heritage, Conservation, Planning, Architecture • A relevant professional accreditation of a conservation body ie. IHBC (Desirable)
Experience	<ul style="list-style-type: none"> • Experience of partnership working, including managing partnership structures and coordinating varied contributions • Experience of project and financial management and delivery • Experience of identifying and making grant funding applications; Business development , fundraising and marketing • Identifying and making Innovative decisions to maximise opportunities • Political awareness • Practical experience of working in Heritage Sector • The ability to work as part of a multi-disciplinary team
Knowledge	<ul style="list-style-type: none"> • Knowledge of WHS legislation, procedures/practice • knowledge and experience of design and traditional building techniques and construction and repair • An understanding of the local, national and international significance of the Ironbridge Gorge World Heritage Site • knowledge of dealing with Planning applications and Section 106 Agreements • A knowledge of budgetary processes and experience in planning, implementing and financial control of projects • Understanding of contract management and the writing of specifications / tenders for projects. • An understanding of working practices of community and local organisations. • Corporate and wider strategic awareness with the ability to relate national and international policy to service delivery.
Skills	<ul style="list-style-type: none"> • A methodical approach to work to produce clear programmes and establish priorities from a complex set of pressures & influences. • Self motivated and focussed with an ability to work independently. • To be articulate/capable of presenting issues logically & clearly in writing, and at public meetings • Effective communication skills (written, verbal and digital) and interpersonal skills to communicate effectively with a variety of stakeholders including the WHSSG. • Ability to establish and maintain effective relationships with key external partners that are not involved in day to day management of the WHS. • Strong team and organisational skills • IT literate (including Word, Outlook, Powerpoint, GIS) with good numerical and analytical skills • Organisational skills to prioritise complex and diverse work loads and works programmes/projects • Ability to respond positively to rapidly changing circumstances and prioritise accordingly

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	<ul style="list-style-type: none"> • Able to problem solve effectively to achieve specific outcomes and respond rapidly to emerging pressures and businesses opportunities
Personal style & behaviours	<ul style="list-style-type: none"> • As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Must show initiative and flexibility. • Develops good relationships with others by behaving with integrity, treating people with respect • Strong leadership • Self motivated • Enthusiastic to maintain the WHS OUV, and innovative to find ways to engage partners to deliver. • Willing to abide by the Council's Equal Opportunities Policy as an employee of the Council and to promote non-discriminatory practices in all aspects of work undertaken. • Willing to take personal responsibility under and abide by the Council's Health and Safety Policy • Resilient and able to manage priorities • IT literacy with good written and verbal presentation skills
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. This post has been assessed as requiring C2 level under the Common European Framework of Reference for Language (CEFR). The ability to converse at ease with customers and provide complex, detailed, legislative advice in accurate English is essential for the post .</p>

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

Type of criminal records checks required for this post	Ticked as required
None	X
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>