

**POSITION: HERITAGE OFFICER TRAINEESHIP x1 Position**

**Traineeship Number: NSI003**

**Location: Scottish Canals and the Scottish Waterways Trust -Glasgow**

**Duration:** March 2018 -February 2019

**Entitle to:** Training Bursary Grant of £13,500

The post of Heritage Officer offers a unique experience working in the heritage sector in Scotland. The post-holder will gain experience in the planning and delivery of Scottish Canals strategies, projects and objectives, both advising on current projects but also initiating and delivering their own. They will work with our partners and stakeholders, as well as the communities that interact with the canals, and will play a key role in promoting the heritage of the Scottish canal network.

The post-holder will gain knowledge of the legislative and regulatory environment that the canals function under and will assist in the day-to-day management of Scottish Canals' heritage assets.

**Background**

Scottish Canals

The British Waterways Board, operating as Scottish Canals, is a stand-alone public body. We are the custodians of the Scottish Canals which are the Forth and Clyde, Union, Caledonian, Crinan and the Monkland Canal.

Scottish Waterways Trust and canal college

Scottish Waterways Trust is Scotland's only national waterways charity, creating brighter futures for people, communities and wildlife across Scotland's canals.

Canal college is a Scottish Waterways Trust skills training and employability initiative aimed at providing young people (16-30 years old) with hands-on conservation, vegetation management and asset maintenance work experience, and heritage learning.

**Traineeship Opportunity**

The Traineeship will be divided into two main elements:

- Working with the Heritage Team at Scottish Canals
- Working as a mentor or student on the Scottish Waterways Trust canal college programme

**Role Descriptor**

For both elements of the traineeship, the trainee will observe and receive training and instruction from experienced mentors. The trainee will then be encouraged to take initiative, undertake work themselves (under supervision) and deliver a number of projects. In some cases, this will include site visits but will mainly consist of office-based vocational learning.

Partners:

## **Weeks 1 – 8**

Induction, familiarisation with host organisations. Followed by Objective 1 below.

### ***1.0 Designation Management***

The canals are designated scheduled monuments and many of the canal assets are Listed Buildings. Interventions on the canal can require Scheduled Monument and Listed Building Consent.

#### **Task**

The post-holder will be required to lodge applications for Scheduled Monument and Listed Building consents.

#### **Learning Outcomes**

The post-holder;

- Will receive training and supervision on completing consent applications
- An understanding of Local Authority planning processes
- An understanding of the 'Archaeological Areas Act 1979' a key piece of heritage legislation

### ***1. Preparation of Supporting Information***

Scheduled Monument and Listed Building consents often require supporting information such as Heritage Impact Assessments and Baseline studies.

#### **Task**

The post-holder will be required to prepare this supporting evidence.

#### **Learning Outcomes**

The post-holder;

- Will receive training and supervision on drafting supporting documentation such as Heritage Impact Assessments.
- Will receive training in historical research including interrogating publically available resources and Scottish Canals' own historic collections

## **Weeks 9 – 23**

During their tenure with Scottish Canals, the post-holder will also work with our partners the Scottish Waterways Trust. Depending on the applicant, the post-holder will work as a mentor or student on the Scottish Waterways Trust canal college programme for 2 days a week over a 14-week period. The other 3 days per week will be spent with Scottish Canals working on the objectives detailed below.

Although canal college is focused on practical conservation work, mentors and students do not require any prior experience in this area. The mentoring post will require patience, an interest in the outdoors, and a willingness to help and support the young people are more important to this work. Some of the young people involved face multiple health and social barriers in addition to

Partners:

no or limited practical work experience. The mentors provide invaluable support in assisting the project managers to simultaneously support the young people and deliver a variety of canal projects.

*Potential mentors and students should note that the canal college programme is based almost entirely outdoors in all weathers (within reason), and will need to be suitably dressed and willing to participate regardless of weather conditions.*

## **Week 20 – 50**

The following objectives will be focused on throughout this period:

### **2.0 Scottish Canals Policies, Standards and Strategies**

Scottish Canals procedures and strategies are laid out in its Governance Documents.

#### **Tasks**

- The post-holder will be given access to these and will be expected to follow and implement the procedures and standards therein, specifically the Heritage Strategy and Heritage Policy.
- The post-holder will assist in reviewing and updating these policies.
- The post-holder will also assist in delivering the objectives of the Heritage Strategy.
- The post-holder will be expected to complete any mandatory training given.

#### **Learning Outcomes**

The post-holder;

- Will gain experience in working with corporate policies.
- Will gain experience in delivering the objectives of the Heritage Strategy and Policy.
- Will gain experience in reviewing and updating corporate policies and procedures.
- Will gain in-house certification in Scottish Canals mandatory training modules.

### **3.0 Scottish Canals Historic Collections**

Scottish Canals has extensive and nationally important collections, such as maps, plans, correspondence, and legal papers, relating to the history of the Scottish Canal network. These are being prepared for archiving with National Records of Scotland (NRS), and the post-holder will assist Scottish Canals' Records Manager with cataloguing and preparing these collections for transfer to NRS. The post-holder will also assist with servicing in-house requests for records and other information from the Records Management department.

#### **Tasks**

- The post-holder will assist with cataloguing historic maps, plans, and other records.
- The post-holder will assist with arranging the transfer of historic records to NRS, including liaison with NRS staff, packaging records, and arranging transport.
- The placement will assist with the Records Retrieval and Enquiries process. This will include conducting research, compiling information, and physical record retrievals from the Scottish Canals records store.

Partners:

### Learning Outcomes

The post-holder will receive:

- A greater historical understanding of the Scottish canal network .
- An understanding of archival and records management practices.
- An understanding and practical application of the regulatory framework for record keeping in Scotland, such as the Public Records (Scotland) Act 2011.
- Experience of database and systems management.

### **4.0 Community Engagement**

Promotion and dissemination of the canals heritage with a focus on diversity.

### Tasks

- The post-holder will deliver heritage talks to our customers.
- The post-holder will assist in developing heritage trails and information.
- The post-holder will represent Scottish Canals at heritage and community events.
- The post-holder will endeavour to engage with a range of diverse communities.

### Learning Outcomes

The post-holder;

- Will gain experience in the preparation of materials for public use.
- Will gain experience in the preparation and delivery of public communications/presentations.
- Will gain experience in the design process of interpretative displays and exhibitions.
- Will gain experience in organising heritage events.

### **5.0 Developing Inter-Departmental Relationships**

The Heritage and Environment Team provide advice and project support across the organisation

### Task

The post-holder will provide advice and support across various teams within Scottish Canals and to our external consultants and partners.

### Learning Outcomes:

The post-holder;

- Will gain experience in cross team working.
- Will gain knowledge and experience in environmental, maintenance, engineering and operational aspects of the business.
- Will gain experience in communicating and liaising with a number of specialists across the organisations.
- Will gain experience in communicating and liaising with Scottish Canals external consultants and partners.

Partners:



## **6.0 Project Management**

As well as providing support for other teams' projects, the Heritage Team manage and run their own projects

### **Tasks**

- The post-holder will provide project support for other teams.
- The post-holder will manage and deliver their own project from inception to delivery.

### **Learning Outcomes:**

The post-holder;

- Will gain experience in managing and delivering projects.

## **Weeks 51- 52 – Reflection**

The trainee will have a period of one week to reflect upon and write up their experiences, complete any necessary work for their qualification and provide host organisations with constructive feedback.

## **Qualification & training gained**

The trainee will have the opportunity to undertake SQA accredited training (Level 2 in Cultural Heritage and Level 5 in Health and Safety). This will be delivered through the canal college programme.

## **Selection Criteria: Experience and Skills**

### **Experience**

### **Experience:**

- ☐ Working as part of a team

### **Desirable:**

- ☐ Experience in a cultural / heritage environment

Partners:





## Skills/Abilities

### Essential:

- ☐ Flexible approach to work
- ☐ Ability to use initiative and solve problems
- ☐ Excellent time management and organisational skills
- ☐ Effective written, numeracy and oral communication skills including good IT skills with a working knowledge of Word, Excel and Powerpoint.
- ☐ Attention to detail and ability to work to tight deadlines.

## Interpersonal Skills

### Essential:

- ☐ Tact, sensitivity and diplomacy in dealing with external and internal customers/partners
- ☐ Ability to work with people at all levels
- ☐ Able to be personable to a wide range of people and engage positively
- ☐ Collaborative working style
- ☐ Conscientious and communicative

## Personal Attributes

### Essential:

- ☐ cheerful approach and outlook, with an ability to bring imaginative/fresh ideas to the job
- ☐ An enthusiastic 'Can Do' attitude
- ☐ Flexible and willing attitude

## Other

### Optional

- ☐ A full current clean driving licence

Partners:

Traineeship is only open from people from African and Caribbean/Ethnic Minority Communities across Scotland.

### Application Instructions

Completed application form alongside the equal opportunity monitoring form should be sent back before 9<sup>th</sup> February 2018 via email  
[recruitment@nextstepinitiative.org.uk](mailto:recruitment@nextstepinitiative.org.uk)

**Interviews:** week commencing from 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> 19<sup>th</sup> 21<sup>st</sup> ,26<sup>th</sup> February 2018. Applicants will be contacted by the 12<sup>th</sup> of February 2018, if they have been selected. Any changes to this date will be duly communicated.

Partners:

