

Applications are invited for role of:

Consultant Training & Skills Coordinator

Commonwealth Heritage Forum

Queen Elizabeth II Platinum Jubilee Commonwealth Heritage Skills Training Programme

| | |
|--------------------|--|
| JOB TITLE: | Consultant Training & Skills Coordinator |
| FEES: | £35,000-38,000 p.a. (pro-rata), fixed-term contract to May 2024 starting as soon as possible from October 2023. Potential extension for up to 3 additional years |
| HOURS: | 3-4 days per week, flexible to discuss schedule with the right candidate. Some core office hours Monday to Friday expected. |
| LOCATION: | Home working is expected, but the ability to travel to Commonwealth countries and within/to London for occasional meetings is essential |
| REPORTS TO: | Consultant Executive Director |
| DEADLINE: | Sunday, 15 October 2023 |

ABOUT THE COMMONWEALTH HERITAGE FORUM

The Commonwealth Heritage Forum (CHF) is a UK-based membership charity open to all those interested in the conservation of the Commonwealth's built heritage. Its primary purpose is to advance the education of the public in the conservation, promotion and preservation of sites and buildings of cultural and / or historical significance. Its top priority is to support the training of heritage skills for practitioners including builders, masons, carpenters, roofers, plasterers, architects, planners, developers and local and national government through active participation in the conservation of heritage sites, which it has identified as being at risk under its Commonwealth Heritage at Risk (CHAR) programme.

Funded by the Hamish Ogston Foundation (HOF), the CHF has established the Queen Elizabeth II Platinum Jubilee Commonwealth Heritage Skills Training Programme, a five-year partnership programme to build core heritage and craft skills in Commonwealth countries. The Commonwealth Heritage Skills (CHS) training programme trains young people from disadvantaged communities and deprived backgrounds across the Commonwealth in all aspects of heritage conservation and related craft skills to build local capacity and resilience and create the heritage champions of the future. We focus on those countries where local stakeholders tell us the need is greatest, support is strongest, and where there is little existing capacity to manage or restore built heritage at risk.

ROLE SUMMARY

The Consultant Training & Skills Coordinator will support the continuing development of the Commonwealth Heritage Skills (CHS) training programme.

The appointed person will be responsible for coordinating and overseeing the Programme's training programmes and other activities in the UK and across the Commonwealth. An ability to successfully work remotely and foster a team atmosphere is essential, as the appointed person will work in close partnership with the Consultant Executive Director, Consultant Project Development Coordinator, the Consultant Communications & Policy Coordinator and the Consultant Finance and Operations Coordinator.

DUTIES & RESPONSIBILITIES

Key Tasks

- Lead on coordinating and delivering the Programme's training programmes.
- Work with the Project Development Coordinator to link training opportunities to on-site projects to maximise the scope and training potential.
- Lead on the development of new training opportunities, including online courses, expert-led workshops, internships, Commonwealth Training Schools and Commonwealth-wide Training Champions.
- Build close working relationships with academic delivery partners and other relevant educational and professional bodies.
- Coordinate student and trainee applications, including setting deadlines, advertising, processing and selection of applicants, and acceptances.
- Act as the principal point of contact for students, trainees and academic delivery partners, providing support throughout the training programmes.
- Handle travel logistics for students, trainees and academic delivery partners, including airfares accommodation, transportation, and visa processing.
- Coordinate, schedule and manage payments to students, trainees and academic delivery partners.
- Monitor offer and spend for training in conjunction with the Consultant Finance and Operations Consultant, the CHF Treasurer and the CHF Finance Trustee.

Other Tasks

- Liaise with the Consultant Communications & Policy Coordinator to showcase training programmes through various online platforms and press formats.
- Responsibility for preparing progress report contents for the CHF and donors.
- Assist with the creation of promotional and donor materials, including a portfolio of interviews and video recordings of trainees' experiences and feedback.
- Assist the Consultant Project Development Coordinator with the preparation of the illustrated Year-end report for May 2024.
- Such other duties and responsibilities as may from time to time be required.

PERSON SPECIFICATION

The person appointed should have the knowledge and experience listed below:

Qualifications

- A minimum of a bachelor's degree.
- A degree or qualification in a related field, such as: education management, project management, business management, charity management, or similar (*desirable*).

Previous Experience

- Demonstrable track record of successful training and skills development.
- Experience of supporting students, trainees or other learners in a professional and/or educational environment.
- Experience of successful budget management and making and processing payments.
- Experience working with a range of different partners.
- Experience of working with the built environment, building conservation, and/or heritage organisations (*desirable*).

Knowledge

- Understanding of the Commonwealth and its values.
- Interest in issues relating to heritage, architecture, planning and the built environment (*desirable*).

Skills & Aptitude

- Excellent interpersonal, oral and written communication skills.
- Ability to work proactively, taking the initiative in developing and managing workload, and achieving results with limited supervision.
- Ability to multi-task and work on several strands of work concurrently.
- Ability to manage time and work to strict deadlines.
- Ability to work remotely and collaboratively as part of a team.

Personal Qualities

- Commitment to the conservation of the architecture and shared built heritage of the Commonwealth.
- Ability to keep calm under pressure and respond quickly in a time pressured environment.
- Willingness to work cooperatively with people from a wide range of backgrounds.
- Where necessary, an ability to drive and a willingness and ability to travel nationally and internationally.

ELIGIBILITY

Applicants must have the right to work in the United Kingdom.

CONTRACT AND REMUNERATION

The successful candidate will be expected to work on a freelance or contracted self-employed basis, responsible for looking after their own tax and NI contributions. Remuneration will be made monthly in arrears by bank transfer on submission of a fee invoice from the consultant.

LOCATION

The post is expected to be based remotely working from home. However, it is essential that the post holder can travel within/to London for occasional meetings with the CHF team or for other meetings or events. Touchdown office space may be available in central London with some of our partners if required. Occasional national and international travel is required to facilitate CHF training programmes.

APPLICATION

To apply for this role, please submit the following by email (as word documents or PDFs):

- A **cover letter** detailing your interest in and suitability for this role. *Please also include information confirming the earliest date you could begin work in successful; details of your right to work in the UK; and your ability and willingness to undertake national and international travel if required (max. 3 pages).*
- A **CV** covering your education and employment experience to date, and any other experience or interests you consider relevant to the role (max. 3 pages). *Please also provide the name and contact details of two professional or academic references. We will not contact references until after interview invitations have been issued.*

Please send both documents in one email to the email address listed below, with the subject line “Consultant Training & Skills Coordinator application.”

The Commonwealth Heritage Forum Hiring Committee
Commonwealth Heritage Forum
info@chstrainingprogramme.org

For any questions or further information about the role, please contact
info@chstrainingprogramme.org.

Virtual interviews are currently planned to take place w/c Monday 23 October 2023.

The deadline for application is Sunday, 15 October 2023.

By submitting an application, you are agreeing to the following: *I hereby certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration or from appointment if successful. I understand that these details will be held in confidence for the purposes of assessing this application. If contracted, I understand the information will be used in the administration of my contract in accordance with Data Protection legislation.*