**JOB DESCRIPTION**

 **Culture and Heritage Officer**

**Background Information**

## **Who we are**

Donegall Pass Community Enterprises (DPCE) was formed in 2017 to support the development of Donegall Pass and the surrounding area, transforming local lives and creating safe, inclusive and sustainable urban communities. Placing lived and learned experience at the heart of all our work, we aim to engage, influence, and collaborate with multiple stakeholders to develop the physical, social, and economic capacity of this inner city Belfast area.

## **What we do**

DPCE’s work is proactive and highly intentional. As pathfinders, we aim to:

1. **Diagnose** spatial, social and economic issues.
2. **Develop** creative solutions to address issues.
3. **Deploy** and deliver pilots to test theories.
4. **Demonstrate** and **disseminate** our learning.

## **How we do it**

Led by our core values of **transparency, inclusion, innovation, leadership,** and **collaboration**, we will deliver our work by focusing on:

* The **PEOPLE** – we will help build confidence, connections, and capacity within the Donegall Pass and the surrounding area by supporting the delivery of services and programmes which help people, families and communities to thrive.
* The **PLACE** – we will reimagine spaces and places to ensure social, cultural, environmental and economic needs are met.
* The **PARTNERSHIPS** – we will establish, build, and support collaborations which will help us support local leaders to achieve change and transformation for Donegall Pass and beyond.
* The **PAST** – we will champion and celebrate the rich and diverse culture and heritage of the Pass and surrounding area to help shape and inform the future.

**JOB DESCRIPTION**

| **JOB TITLE** | Culture and Heritage Officer |
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| **REPORTING TO** | Capital Project Coordinator |
| **LOCATION** | Donegall Pass |
| **Hours per week** | 35 |
| **SALARY** | Circa £28,163 ( NJC 5 ) |
| **TERMS AND CONDITIONS** | This is a full time temporary position until March 2027 with the potential for extension pending further funding.3% Pension37 days annual leave inclusive of 12 public holidays |

**Job Purpose**

DPCE is seeking an enthusiastic and knowledgeable individual for the post of **Culture and Heritage Officer** to develop, lead, support, and promote initiatives that preserve, celebrate, and educate the public about the rich cultural and historical heritage in Donegall Pass and other neighbouring South Belfast communities.

The post holder will use community development approaches to promote good relations and deepen understanding, sharing and celebrating local culture and heritage, positively raising local area profiles, developing skills and capacity, challenging misconceptions, exploring historical relationships and identifying commonalities, priorities and shared values.

The successful candidate will work collaboratively with community groups, local residents, cultural institutions, and other stakeholders to develop programmes, manage collections, organise showcase events and enhance awareness of cultural identity and history.

**SPECIFICATION**

**MAIN RESPONSIBILITIES:-**

**Project Management and Delivery.**

* Recruit participants, co-design, coordinate and manage local cultural heritage projects.
* Coordinate and manage exhibitions, showcase events, festivals, workshops, and educational programmes.
* Collaborate with local communities, historical societies, artists and other stakeholders.
* Develop and manage a team of volunteers.
* Coordinate, administer and report to a programme Steering Committee.
* Manage a programme budget.
* Research, document, and archive cultural and historical materials, including oral histories, artifacts, and traditions.
* Keep informed of other heritage work and develop opportunities for collaboration and synergy where possible.
* Develop and implement strategies to preserve and promote local culture and heritage and continually progress the project objectives.
* Ensure compliance with relevant heritage legislation, ethical standards, preservation guidelines and DPCE policies and procedures.

**Communication and Marketing:-**

* Promote cultural awareness and diversity through public engagement initiatives.
* Use social media platforms to inform, promote and engage.
* Regularly update DPCE’s web page with information and updates.
* Develop relationships with local Press and Media to positively raise local area profiles and support the programme objectives.
* Represent DPCE on relevant Committees and Forums to promote the programme, support collaboration and progress outcomes.
* Develop publicity materials.

**Administration:-**

* Prepare project plans, budgets, and risk assessments.
* Track project milestones and deliverables.
* Prepare reports, grant applications, and proposals for cultural funding and heritage conservation.
* Monitor and evaluate impact and provide recommendations for improvement and further development.
* Complete Project Reports for DPCE’s Board, the Steering Committee, the Funder and other stakeholders as required.
* Any other duties as required

### **Qualifications and Experience:**

**Essential:-**

* A third level qualification in Education, Community Development or Youth Work

 Or

4 years’ experience in an education, community development or youth work role.

* Demonstrable experience of group work and facilitation skills.
* Demonstrable experience in project management, including planning, budgeting, stakeholder coordination, and reporting.
* Demonstrable ability to work with diverse communities and build meaningful relationships.
* Previous experience of identifying, developing and submitting successful funding applications.
* Demonstrable experience of impact marketing including effective use of social media platforms
* IT literate with sound knowledge and experience of Microsoft Office programmes including Excel, Word, Powerpoint etc.

**Desirable:-**

* Interest in, knowledge and understanding of local culture and history.
* Demonstrable experience of research and analysis.

**Personal Attributes:-**

* Creative, resourceful and proactive.
* Highly organised and detail-oriented.
* Strong leadership and problem-solving skills.
* Culturally sensitive and committed to inclusive, community-led practices.
* Able to manage multiple priorities and deadlines effectively.
* Comfortable working independently and within a team environment.

**Working Conditions:**

* Occasional evening or weekend work required for events or community meetings.
* DPCE operates a hybrid working policy supporting working from home where appropriate.