

## **Edinburgh World Heritage**

### **International Training Officer**

Edinburgh World Heritage is an independent charity with the aim of ensuring the city's World Heritage status is a dynamic force that benefits everyone. Our mission is to connect people to their heritage in everything we do – whether through the conservation of historic buildings, delivering improvements to the public realm, or engaging people directly with the rich heritage of their city.

We are looking to appoint an International Training Officer to assist with the delivery of the Interreg Atlantic Area European Regional Development Fund (Atlas.WH) project. This is a European project to improve the preservation, enhancement and sustainability of historic city centres. Partner cities include Porto (project co-ordinator), Edinburgh, Florence, Bordeaux, and Santiago de Compostela. The project objectives are to improve the protection and promotion of World Heritage Sites, reinforce the sense of belonging for residents, promote local economic activities and promote sustainable management of urban World Heritage Sites. Edinburgh World Heritage, in collaboration with our partners, is responsible for:

- organising a series of knowledge transfer meetings to enable the exchange of practices
- forming an international academy for professionals and academics
- engaging local schools with our ideas and projects
- organising a week of urban world heritage site activities

#### **Purpose:**

To design, co-ordinate and administer a series of training and engagement events associated with the Atlas project. The postholder will also support the development of wider EWH strategies including the training initiative.

**Reports to:** International Programme Project Manager

**Contract:** Full-time for a fixed term to 31<sup>st</sup> March 2019 with the possibility of extension  
Please note that the postholder will be expected to travel to partner organisations in Europe, outside working hours.

**Salary:** £23,000

**Annual leave** 25 days

**Main Duties:**

- Design, plan and organise a series of training and engagement events and activities including international meetings, workshops and the academy for professionals.
- Organise a week of urban world heritage site activities.
- Develop associated training materials and resources.
- Work with the EWH Learning & Engagement Officer to engage with the local community and build relationships with schools through heritage awareness raising activities and resources.
- Promote and disseminate project outcomes to multiple audiences.
- Provide organisational support to the EWH International Programme Project Manager and the EWH International Project Officer.
- Liaise regularly with the AtlaS.WH project's coordinator in Porto, other AtlaS.WH project partners, local experts and EWH strategic stakeholders in relation to project delivery.
- Monitor and manage delegated budgets.
- Support the development of wider EWH strategies including training initiative by organising training sessions and developing resources.
- Contribute to the wider EWH agenda by applying expertise to other parts of our organisation.

**Skills & experience**

- Educated to a degree level in a relevant discipline.
- Experience of developing engagement and / or training activities and materials.
- Experience of planning and organising events, ideally in an international context.
- Knowledge of good practice in the heritage management sector, particularly regarding capacity building.
- Experience of stakeholder engagement and successful partnership working.
- Knowledge of at least one of the following languages: Portuguese, Spanish, French, Italian would be an advantage but not essential

**Behaviours & abilities**

- Excellent organisational and planning skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, with the ability to engage diplomatically with a broad range of people and represent the charity externally.
- Motivated self-starter with an ability to address challenges and make things happen.
- Able to take initiative and work without supervision, yet also able to work as a part of a small team.
- Able to manage a number of complex tasks simultaneously and to definite timescales.