

## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: ENLab Heritage Officer – Casual Post

Present Grade: SC6

Dept: Environment and Communities

Service/Section/Team: Cultural Services

Reports to (title): Forty Hall & Programme Manager

*This is a 3 day a week casual position expected until June 2027. This post is part of Enfield Council's ENLab project that has been funded by The National Lottery Heritage Fund, with contributions from Enfield Society and RSA Trust.*

### Purpose of the Role:

To support Forty Hall and Museum of Enfield as they lead on the Heritage Education Project (ENLab), funded by The National Lottery Heritage Fund. ENLab will ensure that Enfield's built, industrial, and natural heritage is accessible, valued, relevant, and sustainable through the unique heritage stories of project partners.

The post holder will work across and support the programs of ENLab, Museum of Enfield and Forty Hall.

The key outputs of the role will be to:

1. Collaborate with the Forty Hall & Museum Manager on the development, delivery, and administration of the Heritage Festival and other ENLab initiatives, including the Heritage Advisory Group, engagement activities, and volunteer recruitment and training.
2. Actively support the Forty Hall programme, including leading the new interpretation design and the creation of a new exhibition for the 1930s room.
3. Collaborate with the Museum Officer on the administration and delivery of the Museum of Enfield programme, including leading the School Loan Pack service, contributing to exhibition research, coordinating volunteers and work experience students, and updating website and social media content.

Carry out all duties ensuring compliance with all relevant legislation and Council policies and procedures.

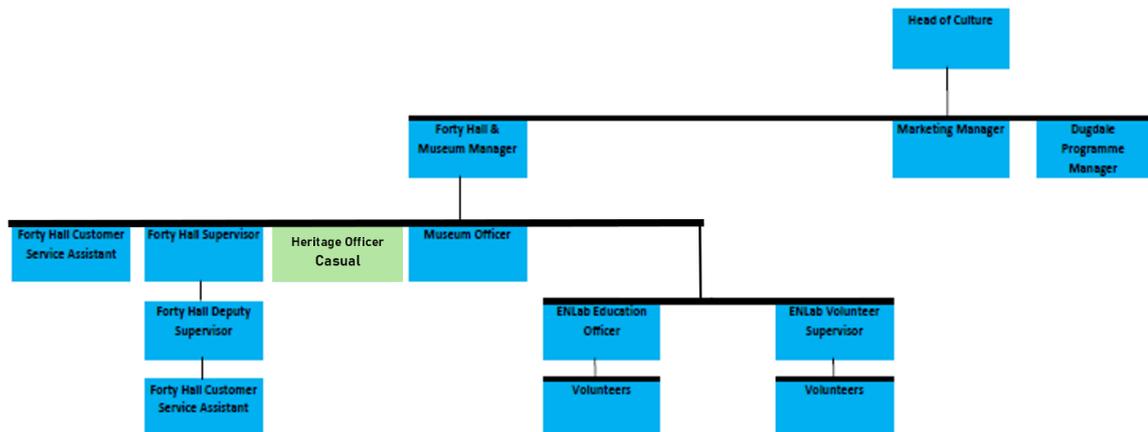
### Dimensions including Structure Chart:



1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

Budgets specified within the Project Plan.

2. Structure Chart:



3. Number of direct reports:

N/A

4. Nature of reporting relationship between post holder and line manager:

Reports directly to Heritage Education Project Manager and is required to manage workload effectively and to meet outcomes with minimal direct management input.

5. Any other relevant statistics:

The 'Heritage Education project' has been made possible by an award from The National Lottery Heritage Fund, sponsorship from Enfield Society and a grant from RSA Trust.

Key Accountabilities:



<b>Accountabilities</b>	<b>Anticipated level of time</b> H = High M = Medium L = low
1. Responsible for being familiar with Enfield's built, industrial and nature heritage	H
2. Collaborate in the planning, development and delivery of Heritage Festival, including researching performers, stall holders and infrastructure.	H
3. Actively engage with Museum Officer to support the facilitation of Heritage Advisory Group including scheduling meetings, creating agendas, minutes and planning refreshments.	H
4. Support ENLab project team in delivering engagement activities, including school sessions, family activities and volunteering opportunities.	H
5. Collate information from ENLab project team and prepare monthly progress report to be shared with Project Managers, Heritage Partners and Heritage Advisory Group.	H
6. Contribute to programming events at Forty Hall and lead on creating a new exhibition for 1930s room.	H
7. Lead on reviewing and renewing interpretation labels around Forty Hall ensuring consistency with new online public catalogue.	M
8. Work with Museum officer to research and curate next Museum of Enfield exhibitions including Elsyng exhibition with Enfield Archaeological Society.	L
9. Lead on developing new displays for satellite hubs and ensure that exhibitions are promoted on Museum website and marketing channels available via Cultural Services Marketing Manager.	M
10. Manage School Loan Pack service – including bookings and notify Museum Officer of invoicing requirements.	L
11. Maintain records to ensure all data and information is accessible to Council Officers for the Delivery of the project	L

12. Any other duties reasonably requested by management.	L
13. Carry out all accountabilities in compliance with Health and Safety, and the Council's Policies and Procedures	

Key Relationships (Internal and External):

**Internal:**

- Museum of Enfield, Forty Hall and DAC (Cultural Service Department)
- Parks Service (Parks and Open Spaces)
- Heritage Team (Strategic Planning and Design)
- Education Team

**External:**

- Enfield Primary Schools
- Friends of Parks Groups
- Enfield Society
- Enfield Archeological Society
- Royal Small Arms factory
- Whitewebbs Transport Museum
- Freelancers (Designer and Evaluation Consultant)

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".



### *Corporate Health and Safety Responsibilities*

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director, or Director of the Council.

### *Information Security:*

To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

### *Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:*

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people, and vulnerable



adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.



KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED Application – A Test – T Interview – I
<p><b>Job Specifics – Skills, Experience, Knowledge, Behaviours</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated interest in and understanding of the historical and archaeological significance of heritage sites and venues, including parks and landscapes.</li> <li>2. Proven track record in producing family engagement activities within a heritage context. Demonstrated ability to effectively engage stakeholders, especially families and schools in creating resource material.</li> <li>3. Ability to effectively collaborate with a broad range of stakeholders, including heritage organisations, teachers, school children and freelancers.</li> <li>4. Experience in organising and delivering collaborative heritage activities and demonstrated ability to respond to and adapt to participants needs to ensure quality engagement and outputs.</li> <li>5. Experience with and application of best practices in museum and heritage engagement. Demonstrated adaptability based on feedback and evolving project needs.</li> <li>6. Strong commitment to fostering positive, collaborative relationships with stakeholders. Demonstrated ability to work in a team-oriented environment and share knowledge.</li> <li>7. Strong organisational and planning skills with a keen attention to detail. Proactive problem-solving approach with the flexibility to adapt to changing circumstances within a heritage organisation.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Prior involvement or familiarity with projects supported by</li> <li>2. The National Heritage Fund, understanding their specific requirements and objectives.</li> <li>3. Knowledge of the local Enfield area and communities.</li> </ol>	<p>A/I</p>

## Behaviours

A/I

Appropriate behaviours are key to the delivery of our vision for Enfield.

We want staff who will work collaboratively, flexibly, and constructively, and exhibit this ethos in all their dealings with residents, colleagues, and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;

### **Takes Responsibility**

We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.

### **Is Open, Honest and Respectful**

We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.

### **Actively Listening and Learning**

We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.

### **Working Together to find solutions**

We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.

**Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.**



<p><b>Competencies:</b></p> <p><b>Candidates:</b> Please ensure you address these competencies in your responses to the essential and desirable (if applicable criteria above).</p> <p><b>Management information:</b> If applicable, please choose a maximum of 6 most important competencies for the role from either the (<u>Staff Competency Framework</u> (up to SO2) or <u>Leadership Competency Framework</u> (PO1&amp;above) and list here in ranked order. Candidates will be asked to address these when making their application.</p> <p><b>1.Customer focus</b> Customer focus is about having the persistence and drive to continually identify ways to deliver ever better services to internal and external customers.and create positive customer experiences, in spite of diminishing resources.</p> <p><b>2.Deliver service performance</b> Delivering service performance is about individuals taking responsibility to deliver their best performance and understanding their role in delivering quality services to our residents and stakeholders.</p> <p><b>3.Political awareness and context</b> Political awareness is about ensuring you have a thorough understanding of the local political context and the impact this has on Enfield services.</p>	<p><b>A/I</b></p>
<p><b>Qualifications &amp; Professional registration criteria</b></p> <p><b>Candidates:</b> Please ensure you address these qualifications in your responses to the essential criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.</p> <p>1. Educated to degree level 2. Must have proven Heritage Education experience</p>	<p><b>A A</b></p>
<p><b>Special requirements</b></p> <p><b>Candidates:</b> Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.</p> <p><b>None</b></p>	