

Heritage Adviser

Kildwick,
Cononley and
Bradley

Role Description and Person Specification

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role To help us enhance and refresh our heritage offering and information at the Grade I listed St Andrew's Kildwick

What the role involves You will be expected to:

- Be aware of and comply with all relevant safeguarding requirements
- Co-ordinate all aspects of the heritage activities from planning to implementation
- Ensure the environment is safe for everyone involved
- To convene and administer a focus group to assist with the identification of target groups within the wider community, networks and contacts with a view to engaging them in the heritage activities
- To manage the production of project displays and exhibitions, ensuring they are accessible and suitable to different audiences. These could be in church and elsewhere
- Work with the vicar to plan and then facilitate our enhanced heritage offering
- Attend meetings for your support, guidance or supervision

When and where you will be doing it Working mainly from home, or in and around St Andrew's Kildwick

Disclosure and Barring Service check No DBS check is required.

To whom you will be responsible The vicar

Safeguarding training requirements The following safeguarding pathways will need to be completed:

- Basic Awareness

Support you will be given Regular meetings with the vicar

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements

This role requires someone who:

- Has a flexible and can do proactive approach with the ability to contribute to the development of the project
 - Pays attention to detail
 - Understands and maintains appropriate boundaries of confidentiality
 - Has access to the internet and is confident using email
 - Has good administrative skills
 - Has good communication skills
 - Has good computer skills
 - Has an appreciation of heritage
 - Builds good relationships with tact and sensitivity
 - Is an encourager, able to nurture skills in others
 - Is approachable and empathetic
 - Treats everyone with respect and dignity
 - Works well as part of a team
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

Training Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

Policies and Procedures Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

Document Approval

This document was approved by Mike Green on 27/01/2025.