

Expression of Interest and Role Profile for Heritage Training Placements 2019

Please email this expression of interest to sandra.stancliffe@HistoricEngland.org.uk by 29th March 2019.

I am interested in hosting a Heritage Training Placement as part of the scheme to improve workforce diversity in the historic environment sector.

I understand that the placements in the scheme are paid and agree that my department will pay the placement students/graduates £300 per week outside London, or £350 per week in London. My line manager has been consulted and has approved this.

SECTION 1

Your organisation:

Your name:

Your job title:

Email:

Tel.

Name of contact person in your organisation for our press office to contact:

Email of press office contact:

How many placements are you interested in hosting in 2019?

Where would the placement(s) be based?

What will the nature of the placement (s) be?

SECTION 2

What will the placement involve?

This needs to be a short paragraph of 150 words which indicates the nature of the placement so is it about being front of house at events, handling collections, research, taking part in an archaeological excavation etc. You don't need to describe exactly what it will involve but you need to give the candidates enough information to decide whether it's something they are interested in.

NB We ask that you plan a specific project for the student to undertake on their placement. This does not have to be specified here but needs to be planned before the placement starts. Further information will be provided about successful projects undertaken on past

placements.

SECTION 3

Role profile/competencies

Please complete the following profile for the role. This is to guide the students so that they can see which placement they may be a best fit for.

Core competencies for Heritage Training Placements 2019:

Candidates must:

- Have an interest in and enthusiasm for heritage
- Have the ability to communicate effectively with a range of different audiences
- Have good customer focus and customer service skills
- Have good written and spoken English
- Be inquisitive and professionally curious
- Be flexible and adaptable
- Be willing to learn
- Have an imaginative approach to problem solving

In addition to these core competencies for this role it would be helpful if:

-
-

Please specify one or 2 criteria which will help the candidate apply for the right role for them and help you make a selection. Please remember – the aim is to be as inclusive as possible so please don't specify things like "must have a good understanding of architectural conservation" etc. This scheme is designed to excite an interest in a heritage career in people who may not be considering it as an avenue at the moment. As there is a shortage of people with BAME heritage entering the sector there is also a shortage of people with BAME heritage on traditional undergraduate and post-graduate pathways into the sector.

Useful things to put here might be:

- *good research skills with an eye for detail and accuracy (if its primarily a research role)*
- *experience of using social media or an eye for a good story (if it's a marketing/social media role)*
- *be comfortable travelling in a boat (if you are in the Marine archaeology sector!)*
- *be willing to travel independently to locations within England (if that is going to be needed)*

SECTION 4

Start and end dates of Placement:

Does your placement need to take place in a specific time frame e.g. if it is going to take part in an excavation, or hit a series of public events. If specify the dates here so candidates know at the outset. If no then leave it blank and you can arrange the dates with the successful candidate/s.

SECTION 5

Training opportunities

Please indicate what sort of training opportunities the student will have. This can be refined at a later date but it is very important to remember that these are training placements and this element needs to be planned before the placement starts.

-
-
-
-
-

Training can be

- *accompanying supervisors to meetings (including external ones)*
- *a planned series of interviews/discussions with colleagues to deepen an understanding of the breadth of work the organisation undertakes*
- *attending external training or in-house training courses*
- *specific skills such as collections handling*

This is an example of one from last year:

“During this placement as well as the training and development you will gain from working on your project you will also have a range of other opportunities to develop your skills and gain a deeper understanding of our work. This could include:

- *Attending a meeting of the Capacity Building Team (scheduled for 5th-6th July) to get a sense of the work that we do.*
- *Attending any one course from either the HELM or Essentials courses running in July / August as an observer*
- *One-to-one coaching on training issues and online training from Capacity Building Team staff.*
- *Preparing for and attending a key meeting of the Trailblazer Group, a sector wide group designing new heritage apprenticeships (date to be arranged), including making use of the Heritage Workspace online community to make contact with other group members.”*

Please email this expression of interest to sandra.stancliffe@HistoricEngland.org.uk by 29th March 2019.