



Job Title: Heritage Partnerships Officer
Grade: 7
Salary: £39,150 to £45,163 per annum pro rata
Department: Heritage Hub, College of Social Sciences, Arts and Humanities
Contract: Part-time (22.5 hours per week, 0.6FTE) fixed term contract for 36 months
Reference: 10544

Role Purpose

Reporting to the Heritage Hub Director, you will play a key leading role in developing and nurturing equitable partnerships with community groups, heritage sites, museums, libraries and archives, local authorities, and other stakeholders to advance collaborative and strategic heritage-related initiatives across the region and beyond. Making a vital contribution to enhancing the profile and reputation of the University, you will help new and diverse audiences to connect with the University’s heritage expertise and assets, including publicly accessible collections and archives.

Reporting into the Director of the University’s newly established Heritage Hub you will carry out research and stakeholder engagement to identify heritage needs and priorities regionally and nationally, gather feedback, facilitate community, academic and student involvement in partnership projects and activities and remove barriers to access and participation.

The success of this role will be in helping to develop a sustainable business model and equitable heritage partnerships that maximise benefits for communities locally and regionally and build the reputation of the University.

Main Duties and Responsibilities

- Broker, develop and manage relationships with key internal and external stakeholders and decision-makers, making a vital contributing to enhancing the profile both across the University and externally.
- To remove barriers to access and participation internally and externally through collaborative heritage programmes and projects, in support of the University’s Strategy and aligned with stakeholder needs and priorities
- To lead on the development, implementation and evaluation of strategic plans to generate income and develop a sustainable business model.
- To lead on the the operational arrangements for internal and external stakeholder events – leading on logistical arrangements, operational planning and evaluation.
- To prepare and deliver communications, presentations, reports, and briefings for internal and external audiences.
- To identify and cultivate partnerships with local businesses, tourism agencies, event organizers, and other regional stakeholders to maximise engagement, reach new audiences, drive collaboration and develop a sustainable business model.
- To research and pursue grant funding opportunities to support partnership projects and activities, and assist in grant writing and reporting as needed.





Internal and External Relationships

- University Executive Board
- Staff in Academic Schools, Departments and Professional Services Divisions
- Members of the Executive Support Group
- University research Institutes and Centres
- Students' Union Executive Officers
- Local and civic heritage partners, including those representing local authorities regionally, and other relevant stakeholders
- Regional and national stakeholders, including community groups, museums, libraries, archives, heritage organisations and funders
- Members of the public

Qualifications, Knowledge and Experience

Essential

- Educated to degree level (or equivalent) OR significant vocational experience, acquired through a combination of job-related experience OR vocational training and significant career-based experience*
- An understanding of the workings of the heritage sector and local government*
- Track record of stakeholder engagement in complex dynamic environments*
- Experience of public speaking and producing high-quality written materials including reports, presentations and case studies, and writing about complex issues for a variety of audiences*
- Good knowledge and understanding of the funding landscape in the heritage sector and experience in developing successful funding bids*
- Track record of business development and financial management*
- Experience of organising, delivering and evaluating programmes and events*
- Experience of developing, or contributing to the development of long-term strategic partnerships*

Desirable

- A knowledge of priorities and reporting requirements in connection with Knowledge Exchange, Impact and Enterprise in the Higher Education (HE) sector*
- Experience of working with students / young people*

Skills, Abilities and Competencies

Essential

- Excellent interpersonal, oral and written communication skills with the ability to work and communicate confidently with a range of stakeholders*





- Ability to anticipate, analyse and mitigate reputational risks and resolve problems*
- Ability to maintain the highest levels of professional presentation, conduct and credibility, in order to represent the University*
- Excellent standards of accuracy, consistency and attention to detail*
- High level of competency with a range of IT programs (including excellent Excel skills) to deliver a range of administrative duties*
- Excellent numeracy and analytical skills with the ability to interpret, analyse and present information, adapting to different audiences as appropriate*
- Strong networking and stakeholder management skills*
- Strong interpersonal skills, including influencing and relationship building*
- Creative, energetic and enthusiastic, with the ability to work efficiently and collaboratively on numerous projects simultaneously with multiple stakeholders

**Criteria to be used in shortlisting candidates for interview*

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity





We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

