



Job Description

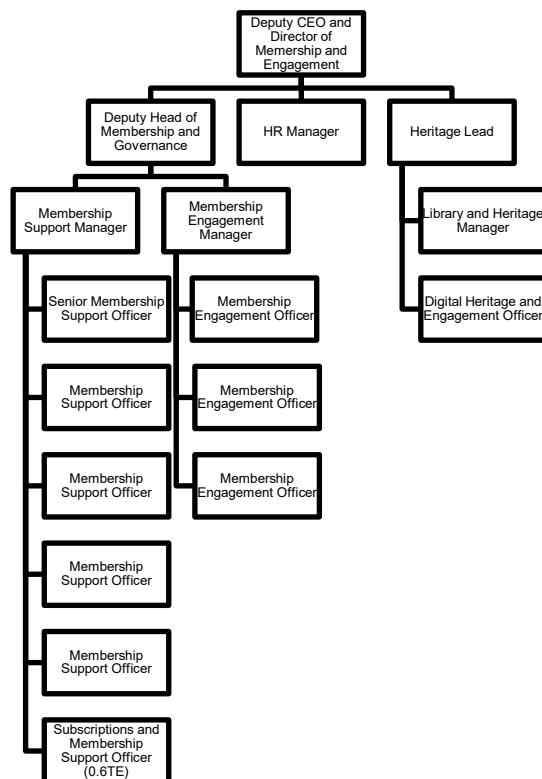
Section 1 - Description

Job Title: Heritage Lead
Location: Membership and Engagement
Reports to: Deputy CEO, Director of Membership and Engagement
Salary: Grade 6B - £43,382.98
Date: May 2023

Section 2 - Job Purpose

Reporting to the Deputy CEO, Director of Membership and Engagement, the Heritage Lead will play a leadership role in writing and delivering the strategic priorities of the College, contributing to engagement with the College community, the city of Glasgow, and globally, and to its commercial ambitions. The Heritage Lead will lead on developing a strategic approach to College heritage by shaping and implementing heritage asset development planning (incorporating buildings, identity and collections), ensuring key messages, strengths, engagement opportunities, and commercial potential are maximised. The Heritage Lead will be responsible for leading on the development of the College’s heritage assets, valued at c£6M, ensuring national standards are met and significant funding and partnership opportunities are exploited. The Heritage Lead will lead on the development and provision of comprehensive information services and unique, quality customer experience to the College community, academic researchers, corporate partners, and members of the public. The post-holder will provide leadership to the College on all matters relating to its significant heritage assets.

Section 3 - Organisation Chart





Section 4 - Main Responsibilities and Role

- Provide leadership in maximising the role of heritage in meeting the strategic priorities of the College, contributing to engagement with the College community, the city of Glasgow, and globally, and to its commercial ambitions.
- Lead on the development and implementation of the strategic objectives of College heritage.
- Design, develop and implement a strategic heritage asset planning approach to the College building, identity, and collections to ensure key messages, strengths, engagement opportunities, and commercial potential are maximised
- Lead on effective collaboration and partnership with external and national heritage/culture bodies, funding agencies and professional organisations to raise the College's profile.
- Secure capital and development funding for heritage, culture and venue improvement projects.
- Lead on the development and implementation of innovative improvements to engagement and access to College heritage – digital, event, and venue-based.
- Provide leadership, expert advice, guidance and support in all matters relating to the College's significant heritage assets.
- Contribute to the development and implementation of Membership and Engagement strategic and operational objectives.
- Ensure high quality customer care, customer experience, service delivery and operational performance.
- Shape the strategic development of information services to the College community, focusing on adding value to membership, and ensuring digital resources are relevant and of the highest possible standard.
- Lead on the management of College heritage collections (library, archive and museum) including conservation, security, storage, appraisal, access, and risk management, to protect the College's heritable assets and make them available as a historical resource.
- Effectively lead, motivate and manage heritage staff and volunteers.
- Effectively plan and manage the annual Heritage budget and external funding ensuring compliance with all financial procedures.
- Prepare and present reports to the Heritage Committee, College boards and committees, and other bodies as required.
- Actively participate in the College Senior Management Team, contributing fully to the development and implementation of strategic and operational matters.
- Any other tasks as directed by the Deputy CEO, Director of Membership and Engagement.

Section 5 – Planning and Organising

The Heritage Lead will shape and influence College strategic priorities, developing strategy and plans for heritage and ensuring priorities are met. The Heritage Lead will lead on Heritage project planning, regularly working with external partners, national funding bodies, and stakeholders at senior levels. The Heritage Lead will lead the Heritage team's weekly, monthly and annual planning and prioritisation of key workstreams – collections, engagement and digital, while contributing to setting objectives of the Membership and Engagement team.

Section 6 – Decision-Making

The Heritage Lead will lead on long-term strategic decisions relating to College heritage, as well as being responsible for day to day operational decisions, including those relating to high-value heritage



collections, security and risk management. The Heritage Lead will be expected to make key decisions autonomously and together with the Deputy CEO, Director of Membership and Engagement as necessary. The Heritage Lead will decide on how to utilise available resources (people and financial) to best meet the College’s strategic aims.

Section 7 – Knowledge, Experience and Skill Set Required

Knowledge, Experience, Skill	Essential / Desirable	Assessment
<ul style="list-style-type: none"> • Experience of a leadership role in a museum or heritage venue 	Essential	CV/Interview
<ul style="list-style-type: none"> • A qualification in Library, Archive, Museum or Heritage related subject 	Desirable	Certificate
<ul style="list-style-type: none"> • Knowledge and/or experience of developing opportunities for sustainable income generation 	Desirable	Interview
<ul style="list-style-type: none"> • Proven track record of developing relationships with national heritage bodies, funders and strategic partners 	Essential	Interview
<ul style="list-style-type: none"> • Demonstrable strategic thinking and forward planning and organisational capabilities including high attention to detail 	Essential	Interview
<ul style="list-style-type: none"> • Ability to talk to, listen to, understand and influence multiple stakeholders, within the College community and externally, at a national and local level 	Essential	Interview
<ul style="list-style-type: none"> • Ability to produce innovative, evidence-based solutions 	Essential	Interview
<ul style="list-style-type: none"> • The ability to develop and deliver new initiatives with external and internal partners 	Essential	Interview
<ul style="list-style-type: none"> • Proven record of working in a multi-disciplinary organisation and the ability to lead different groups and projects 	Essential	Interview
<ul style="list-style-type: none"> • Ability to lead on all aspects of heritage collections operations including acquisition and donor relations, storage, preservation, engagement and access 	Essential	Interview
<ul style="list-style-type: none"> • Confident leadership, planning and project management skills, with the ability to work to deadlines and under pressure 	Essential	Interview
<ul style="list-style-type: none"> • Ability to initiate ideas for improvement and encourage those of others 	Essential	Interview
<ul style="list-style-type: none"> • Experience of leading a team in a fast-paced environment 	Essential	Interview
<ul style="list-style-type: none"> • Excellent communication skills both written and verbal 	Essential	Interview