



National Strategy Coordinator

Closing Date: Wednesday 8th January 2025 at Midday

Expected Interview Date: Week commencing 20th January 2025

Recruitment Reference:
HES/24/251

Starting Salary:
£32,110 per year

Salary Range:
£32,110 - £37,874 per annum

Pay Band:
Band C

Directorate:
External Relations and Partnerships

Location:
Longmore House,
Edinburgh and hybrid working

Line Manager:
Jilly Burns, National Strategy Programme Manager

Contract Type:
Fixed Term Contract up until 25th September 2026

Working Hours:
Monday to Friday, 35 hours per week

Thank you for your interest in the post of National Strategy Coordinator with Historic Environment Scotland that will be based in Longmore House, Edinburgh with hybrid working. This is a fixed term contract up until 25th September 2026.

We seek an experienced, confident and enthusiastic individual to support the roll out of the national strategy for Scotland's historic environment, [Our Past, Our Future](#). You will assist in promoting the strategy, in identifying and establishing the structures needed to deliver the strategy, in coordinating strategy delivery, and in monitoring and reporting on activity. You will have excellent planning, communication and facilitation skills and will engage with a wide variety of partners and stakeholders across Scotland.

Overview of the post and information about the team

The National Strategy Coordinator will be based in the new National Strategy team, which forms part of the larger Strategy and Policy Team in the External Relations and Partnerships (ER&P) directorate. This is one of three posts created to oversee the implementation and initial delivery of Our Past, Our Future - the strategy for Scotland's historic environment, including the setting up of delivery mechanisms and performance management systems and processes. The Strategy and Policy Team's remit includes strategy and policy development, research, equalities, sector skills investment and Gaelic. The wider directorate remit covers community engagement and economic development, volunteering, strategic partnerships, grants, fundraising and management of the CEOs office.

You will report directly to the National Strategy Programme Manager and work closely with the National Strategy Data Analyst. You will support the Programme Manager in managing the work involved in setting-up and coordinating delivery across the Strategy's three priorities, nine outcomes and many high-level actions. You will

work with colleagues in ER&P and across HES, as well as with external partners to help facilitate and support successful strategy implementation. This will include assisting in establishing systems and processes needed to plan and monitor the new strategy. You will also have day-to-day responsibility for coordinating events, providing advice and support to strategy delivery working groups (as needed), and for generating, collecting and managing content for the strategy webpages. You will support wider communication efforts via social and other media to celebrate and promote the strategy achievements. This work will be key to giving heightened profile and visibility to the new strategy and to the contribution that the historic environment is making to Scotland.

While in this role there will be ample opportunity for your own learning and development in business skills, people skills and further advancement of professional project management and facilitation skills and knowledge.

While this role will be contractually based at Longmore House, Edinburgh, hybrid working is available. You will be expected to travel on occasion in the role to attend meetings, workshops or other in person events.

Key responsibilities, duties and objectives

Planning and organisation

- Undertake the detailed planning activity required to support delivery of the strategy on the ground and provide advice and support to others in planning activity to support strategy delivery.
- Coordinate the strategy delivery groups as required, including scheduling meetings, and any future groups set up to deliver strategy outcomes, writing agendas, taking minutes and any follow up work between meetings
- Manage the organisation and running of strategy related events (e.g., the annual Scotland's Historic Environment Forum event), including event planning and programming, engagement with presenters, and creation of facilitation guidance and briefing packs.
- Provide programme administration support, including day-to-day management of systems and processes to support effective and timely monitoring and delivery of various programme elements.
- Provide support to the National Strategy team and Strategy and Policy Team as and when required to meet wider team objectives related to business requirements.

Stakeholder engagement and communication

- Manage stakeholder mapping activity to understand the reach of the strategy and identify opportunities to involve new audiences and delivery partners.
- Facilitate engagement and consultation with partners and stakeholders at national, regional and local level to establish effective delivery, evidence gathering and reporting mechanisms.
- Promote the strategy to a wide range of audiences in and outside the historic environment sector, using the website, blogs, social media, presentations and other media etc.
- Manage correspondence and consistent messaging with stakeholders in connection with the strategy, its implementation, delivery and successes.

Reporting

- Day-to-day responsibility for content development, collation, and management of strategy webpages, ensuring new data or other information is posted in a timely manner.
- Work with the National Strategy Programme Manager and the National Strategy Data Analyst to prepare reports, papers, briefings and presentations for our Executive Leadership Team, Board, the National Strategy Steering Group, Scotland's Historic Environment Forum and Scottish Government as required.

Our Interview Process

If you have been shortlisted for this role, we will invite you to meet with us for an interview. This will take place either in-person or by video call (we will let you know which one in advance) Our panel will ask you some questions to get to know you and better understand how you meet the key competencies and behaviours of the role that you are applying for. If you are shortlisted for interview, we will send you out our main questions in advance to help you prepare. Your questions will be based on the following selected key requirements of the post:

Key Competencies:

- **Planning and Organising** - Putting plans and resources in place to achieve results
- **Communication** - Communicating appropriately and clearly
- **Knowledge & Expertise** - Applying and developing knowledge and expertise to achieve results - (See below for section on Knowledge, skills and experience)

Key Behaviours:

- **Ensuring we Include Others Fully** – Demonstrating that our work and knowledge is fully accessible and inclusive
- **Focusing on Our Impact** – Focusing our activities that delivers wider shared impact and ensuring that work undertaken always positively impacts the wellbeing of others.
- **Taking Personal Ownership** – Recognising our own expertise and feeling empowered to make decisions to deliver the bigger picture.

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Demonstrate experience of supporting programmes or complex projects that involve multiple groups, partners and stakeholders.
- Demonstrate the ability to work across multiple areas while prioritising competing demands and delivering tasks within tight deadlines.
- Demonstrate experience of facilitation and engagement at meetings, workshops or other events, including experience of delivering presentations with confidence to a range of different audiences.

- Demonstrate ability to build and maintain effective working relationships internal and external stakeholder relationships and partnerships to support programme or project delivery.
- Demonstrate experience of being resourceful and proactively seeking out answers/options/solutions.
- Demonstrate excellent written skills in a range of formats (e.g., formal reports and papers, briefings, webpages, blogs and other media) with proven ability to present complex information to a range of audiences in an accessible manner.
- Advanced Microsoft Word skills: including the creation of bespoke styles, and advanced formatting.
- Experience using collaborative working tools such as Microsoft TEAMS, Trello, Miro, SLIDO and SharePoint.

Desirable requirements:

- Knowledge of the historic environment or relevant sector(e.g.arts and creative industries, tourism, construction, the Third sector, planning within the built environment)
- Experience of project management methodologies such as PRINCE 2 or Agile
- A Project Management qualification (or the desire to pursue such)
- Knowledge of digital accessibility requirements.
- Microsoft Excel skills: including PIVOT tables and Power Query.
- Good knowledge of Adobe packages including Illustrator and InDesign.

What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, equivalent of 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre



Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see ‘season ticket’ below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.

How to apply for this post

You can apply on-line by visiting our website at [INSERT LINK](#). If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you or alternatively you can call 0131 668 8600 to request this.

Guidance on completing the application can be found in the ‘How to Apply’ in the Job Summary, please ensure that you read this to understand what should be included in your cover letter.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Jilly Burns, National Strategy Programme Manager via email on Jilly.Burns@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic Language Plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland