



Oifigear Adhartachaidh na Gàidhlig (Gaelic Outreach Officer)

Closing Date: 6 March 2024 at midday

Expected Interview Date: Week commencing 1st April 2024

Recruitment Reference:

HES/24/015

Starting Salary:

£30,539 per annum increasing to £32,110 after 1st April 2024

Salary Range:

£30,539 - £37,131 per annum increasing to £32,110 - £37,874 after 1st April 2024

Pay Band:

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Directorate:

External Relations & Partnerships

Location:

Edinburgh, Fort George (Inverness) or Stirling with hybrid working

Line Manager:

Catrina Morrison,
Manaidsear Poileasaidh
Gàidhlig (Gaelic Language
Policy Manager)

Contract Type:

Permanent

Working Hours:

Full time (35 hours per week)

Thank you for your interest in the post of Oifigear Adhartachaidh na Gàidhlig (Gaelic Outreach Officer) with Historic Environment Scotland (HES). The post will be based at either Edinburgh, Fort George (Inverness) or Stirling with hybrid working. This is a permanent and pensionable appointment.

HES is committed to ensuring that Gaelic has a sustainable future in Scotland. This is an exciting opportunity to support the delivery of our Gaelic Language Plan by developing and coordinating various projects and activities under our outreach objectives. To be successful you will be a fluent Gaelic speaker with a proven commitment and experience in championing Gaelic.

We welcome applications for this role in English or Gaelic.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation

Overview of the post and information about the team

The Oifigear Adhartachaidh na Gàidhlig (Gaelic Outreach Officer) is line managed by the Manaidsear Poileasaidh Gàidhlig (Gaelic Language Policy Manager) and is based in the Strategy and Policy Team in the External Relations and Partnership Directorate. The team and wider directorate have a remit that includes strategy and policy development, research and intangible cultural heritage, international working, equalities, community engagement and economic development, grants, fundraising, the Chief Executive's Office, and the delivery of Our Past, Our Future – Scotland's strategy for the historic environment.

As Oifigear Adhartachaidh na Gàidhlig (Gaelic Outreach Officer) you will support the delivery of our Gaelic Language Plan. You will be responsible for developing, delivering and coordinating programmes, projects and activities under the Gaelic Language Plan including our Gaelic Learning Programme (resources and workshops for schools), community engagement and outreach, events and Gaelic content for our social media and website. You will therefore work across HES and externally with freelance practitioners, schools, communities and other external stakeholders across Scotland, to expand the scope of development and promotion of Gaelic within those areas. The nature of this work means that it is essential that the postholder is a fluent Scottish Gaelic speaker.

This role will be based at Edinburgh, Fort George (Inverness) or Stirling, with some flexibility in hybrid working and working from home. This role requires regular travel and overnight stays around Scotland to develop and deliver projects and initiatives.

Key responsibilities, duties and objectives

- Assist the Gaelic Language Policy Manager in developing, delivering, monitoring and reporting on the Gaelic Language Plan.
- Responsible for development, delivery and coordination of various programmes, projects and activities under the outreach objectives in the Gaelic

Language Plan including, Gaelic events and community engagement and outreach activities.

- Responsible for development and delivery of the Gaelic Learning Programme which includes working with HES colleagues and external stakeholders on the creation of learning resources and in the organisation and delivery of workshops for schools and other groups.
- Creation of Gaelic content for our social media channels and website in the form of posts, digital content and blogs.
- Actively contribute to initiatives and establish networks at local and national level within the context of Gaelic and our organisation's work.
- Work collaboratively with colleagues across HES and with external stakeholders including communities, children and young people, learners, Gaelic organisations, freelance practitioners, heritage groups and visitors in the delivery and coordination of projects.
- Required to work to deadlines, with periods of high intensity activity.
- Planning and arranging meetings with various stakeholders, ensuring all paperwork and supporting documentation has been distributed and taking minutes when required.
- Answer written and verbal requests and correspond in Gaelic, as required

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- 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 specific criteria)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

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:

- Fluent Gaelic speaker.
- Excellent written skills in Gaelic and English, including ability to present complex information accessibly to a range of audiences.
- Ability to communicate effectively at all levels in Gaelic and English, including delivering and facilitating workshops.
- Experience in presenting information in front of audiences in different formats including workshops and presentations.
- Strong planning and organisational skills with the ability to work across multiple areas while prioritising competing demands and delivering tasks within tight deadlines.
- Experience coordinating, managing and delivering projects.
- Strong team working skills and experience of building and successfully maintaining internal and external relationships, partnerships and networks to deliver projects and activities.
- Familiarity with, and effective use of, a range of digital tools for outreach and engagement.
- Ability and willingness to travel to remote areas and sites and access to independent means of travel.

Desirable requirements:

- Knowledge and understanding of Scotland's history, historic environment sector and its key stakeholders.
- Experience in co-ordination and management of projects related to Gaelic language, culture and outreach activities.
- Experience in developing Gaelic learning resources and/or experience working in Gaelic education.
- Knowledge of Gaelic speaking communities and/or experience working with community groups, third sector or heritage organisations.
- Skills in Gaelic translation.



Qualifications & Professional Memberships:

- Relevant formal qualification at SCQF level 9 or above in Gaelic language and/or Education, Heritage, Culture or Community Development is desirable.

As this role involves work with school and community groups, the successful candidate will be required to join the PVG scheme prior to starting employment with HES.

What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 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
- access to a free Headspace membership
- 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 <https://applications.historicenvironment.scot/>

We welcome applications for this role in Gaelic or English. Our online application form is in English however you can apply in Gaelic using a Word Document version of the form translated into Gaelic that can be found on the job profile on our website. If you choose to apply in Gaelic, please send the completed application form to recruit@hes.scot prior to the closing date.

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Statement of Competence Guidance' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

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 Catriona Morrison, Manaidsear Poileasaidh Gàidhlig (Gaelic Language Policy Manager), via email at catriona.morrison@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