



Building Conservation Craft Fellow

Closing Date: Wednesday 26 October 2022, midday

Expected Interview Date: Week of 14th November 2022

Expected Start Date: January 2023

Explore where you will work session: 11th October 2-4pm for candidates to visit the Scottish Lime Centre, Charlestown in advance of the closing date on 26th October. Please contact amy.styles@hes.scot (07775825701) if you wish to attend.

Recruitment

Reference:

HES/22/251

Starting Salary:

£19, 800 per annum

Salary Range:

£19, 800 - £20, 751
per annum

Pay Band:

A

Directorate:

Cultural Assets

Location:

The Scottish Lime
Centre, Fife

Line Manager:

Amy Styles,
Technical
Conservation Skills
Officer and Roz
Artis, Scottish Lime
Centre Trust

Contract Type:

Fixed term for 12
months

Working Hours:

37 hours per week,
Monday to Friday

Please contact us by email at recruit@hes.scot or call 0131 651 6810 if you need the job description, person specification and/or application form in an alternative format or if you require any other adjustments because of a disability. We are committed to making reasonable adjustments, supporting flexible working arrangements and are happy to answer any questions you may have about the recruitment process.

Thank you for your interest in the post of Building Conservation Craft Fellow with Historic Environment Scotland, based at the [Scottish Lime Centre Trust \(SLCT\)](#), Charlestown, Fife. This is a fixed term and pensionable appointment.

Craft Fellows have the opportunity to; gain practical experience, learning from experts in their chosen field or craft, increase their knowledge of the wider conservation sector, expand their professional network and have access to a wide range of learning resources from the Engine Shed, Scotland's dedicated Conservation Resource Centre.

You will work with the team at The Scottish Lime Centre Trust, gaining experience that will introduce you to traditional building construction, conservation, repair and maintenance. This will include assisting building surveyors on site visits, assisting in the analysis of mortar, stone, brick and slate in the Building Materials Laboratory, gaining experience in traditional building skills using traditional materials, and assisting with training, education and outreach events.

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

Traditional building skills and materials are a vital part of caring for and maintaining our built environment. This Craft Fellowship will provide an opportunity to learn about these concepts and about wider conservation practices to further enable the survival of traditional buildings across Scotland.

As part of our wider Craft Fellow programme, you will be based at the Scottish Lime Centre Trust to receive mentoring, training and experience in traditional building construction, conservation, repair and maintenance skills.

The Building Conservation Craft Fellowship will provide you with an opportunity to gain a range of experience including:

- Assisting the Building Advisory Team with site visits, taking photographs and recording information on site, background research on historic buildings.
- Sourcing and preparing materials, using relevant tools and equipment, diagnosing problems and designing repair strategies for traditional buildings, and recording work.
- Preparing samples of masonry building materials including slate, stone, brick and mortar for analysis in the Building Materials Laboratory including basic wet chemistry analysis of lime-based mortars, preparation of sand graphs, water absorption tests and updating the Sands and Aggregates Database
- Assisting the teaching team in setting up and running a busy training and education programme
- Attending relevant SLCT training courses and potentially attaining formal qualifications in masonry conservation



Key responsibilities, duties and objectives

- To be an active member of the Scottish Lime Centre Trust Team and support colleagues with active projects
- Contribute to the preparation of basic logistics for sitework e.g. risk assessments and method statements; sourcing and collection of materials; preparation of materials, adherence to construction methodologies and researching relevant historical documentation.
- Prepare, care for and use appropriate tools and equipment, before and after projects as required; comply with safe working methods.
- Support with training, education and outreach events.

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)

Knowledge, skills and experience

This is a training position, and we are looking for someone who has a keen interest in historic building conservation. You will have the opportunity to build confidence, skills, knowledge and experience throughout the Craft Fellowship.

We are looking for someone who is self-motivated and keen to learn and enhance their skills in building construction and maintenance. Some experience of using tools in the 'wet/trowel trades' would be an advantage, but enthusiasm for the work is more important.

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

Essential requirements:

- A strong interest in building conservation/historic buildings
- An awareness of construction site safety
- Basic experience of using hand tools
- An awareness of, or experience in, Office 365 (Microsoft Word, Excel, Outlook)

Desirable requirements:

- Previous experience in "wet / trowel trades" e.g., as a semi-skilled worker or labourer
- Experience in working with and creating records of work
- Confidence in your ability to speak in public
- A full, clean UK driving licence



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 in a specialist sector. It could also 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
- childcare vouchers
- 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/>

Explore Where You Will Work

We are hosting an 'Explore Where You Will Work' day at The Scottish Lime Centre Trust, Charlestown. This is a chance for you to explore The Scottish Lime Centre, meet the team, learn more about Craft Fellowships, and the application process. Please contact amy.styles@hes.scot (07775825701) if you'd like to attend.

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 Amy Styles, Technical Conservation Skills Officer via email: amy.styles@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.

Thank you.

Human Resources
Historic Environment Scotland