



HISTORIC
ENVIRONMENT
SCOTLAND

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ALBA

National Strategy Coordinator

Closing Date: Wednesday 12 July, Midday

Expected Interview Date: Tuesday 1 August

Recruitment Reference:

HES/23/142

Starting Salary:

£28,541

Salary Range:

£28,541 - £34,702

Pay Band:

Band C

Directorate:

External Relations and
Partnerships

Location:

Longmore House,
Edinburgh and hybrid
working

Line Manager:

National Strategy
Programme Manager

Contract Type:

Fixed Term Contract (36
months)

Working Hours:

37 hours per week

Thank you for your interest in the post of National Strategy Coordinator with Historic Environment Scotland that will be based in Edinburgh with hybrid working. This is three year fixed term and pensionable appointment.

We seek an experienced, confident and enthusiastic individual to support the roll out of the new 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.

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 it's 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 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 new posts created to oversee the implementation and initial delivery of Our Past, Our Future - the new strategy for Scotland's historic environment, including the setting up of new 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 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.

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:

- 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 and SharePoint.

Desirable requirements:

- Knowledge of the historic environment or relevant sector(e.g., arts and creative industries, tourism, construction, the Third sector)



- Experience of project management methodologies such as PRINCE 2 or Agile
- A Project Management qualification (or the desire to pursue such)
- Microsoft Project Pro skills.
- 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, 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)



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- 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.



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How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

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 'Recruitment Guidance' 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 Adam Jackson, Head of Strategy and Policy, adam.jackson@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