

Job Description and Person Specification

Job Title:	Community Heritage Officer
Hours of work:	0.8 FTE (30 hours per week)
Duration:	Fixed term 2-year contract
Salary:	£28,912 pro-rata (£23,130)
Holidays:	36 days including public holidays (pro rata)
Location:	Work from home while Covid-19 restrictions remain in place – thereafter Glasgow and Edinburgh, with national travel across Scotland
Reports to:	Senior Research and Communications Manager
Closing Date:	15 January 2021

About Waverley Care

At Waverley Care, we take a positive approach to HIV, Hepatitis C and Sexual Health. We work closely with communities, starting conversations about these issues, encouraging people to access testing and empowering them to make choices that improve their health and wellbeing.

We're also here for people living with HIV or hepatitis C, working with them to understand their needs and offering practical support that helps them to live well.

Everything we do is guided by the experiences of the people we work with. By sharing these experiences, along with information people can trust, we want to challenge the stigma associated with HIV, hepatitis C and sexual health, and address the broader inequalities that our communities face.

About the post

We are recruiting a Community Heritage Officer to coordinate an exciting, two-year project to chart the history of HIV/AIDS in Scotland.

The successful candidate will be responsible for recruiting and supporting a group of peer volunteers who are living with or affected by HIV. Working with the group, you will explore the history of HIV/AIDS in Scotland, through oral history testimony and archive work.

The project will be delivered in partnership with the Centre for the Social History of Health and Healthcare (CSHHH) at the University of Strathclyde

Working with the CSHHH and other stakeholders, such as Lothian Health Services Archive, National Library of Scotland and the Open Museum Resource Centre, you will showcase the project findings via a series of public engagement events, a travelling kit box, and a public exhibition in late 2022.

The candidate will also work with Waverley Care communications staff to create a digital archive of the project. Through this work, you will help to raise awareness of Scotland's HIV/AIDS journey from the 80s to the present day, and to challenge HIV stigma.

We are looking for someone with experience of community engagement, particularly using digital engagement approaches, who can recruit and motivate volunteers, as well as work in partnership

with other stakeholders. The candidate will have experience in history research, either involving archive work or oral history.

If that sounds like you then we would love to hear from you. In return, we offer a supportive and valuing work environment with encouragement to develop personally and professionally.

The Community Heritage Officer will be part of Waverley Care’s national research and engagement team. The post may involve evening and weekend work, especially in the second year of the project when the exhibition and events are underway. The successful candidate will be expected to travel nationally with occasional overnight stays, when COVID restrictions permit.

For enquiries related to this role, please contact: Ruth McKenna (Senior Research and Communications Manager) Tel: 0141 332 2520 | Email: ruth.mckenna@waverleycare.org

Main duties and responsibilities:

1. To recruit and work with a group of peer volunteers, to collaboratively deliver a project exploring HIV/AIDS history in Scotland.
2. To identify the peer group’s training needs and deliver appropriate training, or coordinate input from external trainers.
3. To support the peer group to carry out a series of oral history interviews about HIV/AIDS in Scotland and work with the group to analyse these interviews.
4. To identify relevant archive material on HIV/AIDS in Scotland and work with the peer group and other stakeholders to select materials for exhibition.
5. To work with the peer group and other stakeholders to disseminate the project findings via an exhibition, series of public engagement events, travelling kit box and digital archive.
6. To sustain and nurture partnership working with the Centre for the Social History of Health and Healthcare, as well as other key stakeholders, throughout the project.
7. To participate in a system of support and supervision, and to adhere to all Waverley Care policies and practice guidelines.
8. To work evenings and weekends as required.
9. Undertake any other duties, which may be reasonably required.

Person Specification – Community Heritage Officer

Skills and Experience	
Essential	Desirable
Extensive experience of community engagement, particularly with marginalised groups	Experience of oral history interviewing
Experience of supporting volunteers	Experience of delivering training

Experience of carrying out historical research	Knowledge or experience of using peer-led research methods
Experience of organising events	Knowledge or experience of working with museum objects and other archive materials
Experience of working in partnership with other organisations	
Ability to work in a fast paced and ever-changing environment	
Familiar with PC based Windows software and associated applications	

Values and Behaviours	
Essential	Desirable
<p>Able to take a pro-active, creative and solution-focused approach</p> <p>A team player with the ability to develop positive, non-judgemental working relationships with staff, service users and partners</p> <p>Self-aware, courteous and respectful of service users and colleagues</p> <p>Ability to take a high level of personal responsibility, delivering work and making decisions independently and appropriately</p> <p>Able to self-reflect and modify working practice as appropriate</p> <p>Able to demonstrate understanding of and apply our work place values:</p> <ul style="list-style-type: none"> ○ Respect - we embrace equality and diversity, are open, transparent, honest, inclusive and trustworthy ○ Believe - we value, listen and respond to the reality of each person's experience ○ Build - everything we do, aims to realise people's full potential ○ Inspire - we are dedicated to breaking down barriers and working creatively towards a healthier future 	