BARRY TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	**Heritage Centre Project Officer**	**Grade**	TBC
Reporting To	Head of Community Services and Facilities	**Hours**	37 hours per week
		Contract Type	Fixed term until 31 March 2027 (with potential extension subject to funding and council approval)
Direct Reports	None	**Working Pattern**	Full time including regular evening Committee attendance

Purpose of the Role

The Heritage Centre Project Officer will report to the Head of Community Services and Facilities, to lead the development of the Town Council's new Heritage Centre from its current planning phase through to completion and opening. The postholder will coordinate project activity, manage contractors and consultants, support stakeholder engagement, ensure compliance with regulatory and funding requirements, and help shape the visitor experience for local residents and visitors.

The role is central to delivering a sustainable, community-focused heritage asset that reflects the unique history, culture, and identity of the town and wider Welsh context.

The Heritage Centre is a key deliverable in the Council's current corporate plan, with this role contributing significantly to its successful delivery.

Key Duties and Responsibilities

1. **Governance and Administration**

   a) To provide professional advice to Barry Town Council on all matters related to the Heritage Centre project, highlighting strengths, weaknesses, opportunities and threats as appropriate
   b) To gain knowledge through background research and site visits to enable preparation of detailed reports, guidance, and proposals for submission to Barry Town Council
   c) To prepare reports for Council, Committees and Working Party meetings on matters of relevance, acting as Lead Officer at Heritage Centre Working Party meetings, and attending all Vibrant Culture committee meetings
   d) To follow Barry Town Council's financial and procurement policies, ensuring a competitive tendering process is undertaken for large expenditure

2. **Strategic Development**

   e) To progress the project in line with the project plan, meeting key deadlines and milestones
   f) To lead the development of a Business Plan for the Heritage Centre
   g) To lead all aspects of the project as it develops, to include but not limited to fundraising, grant applications, property procurement, and project management of fit-out
   h) To play a key role in the recruitment of operational staff and volunteers ahead of the Heritage Centre's opening
   i) To liaise with and establish good working relationships with appropriate officers in the Vale of Glamorgan Council, the Barry Plan for Neighbourhoods board and other relevant organisations
   j) To take on strategic project development / management as allocated by the Chief Officer or Line Manager
   k) To ensure that the Council and community is effectively engaged in the process of progressing plans for the Heritage Centre
   l) To work flexibly, adapting to the changing needs and demands of the project as it develops

3. **Information Management and Information Technology**

   m) To adhere to Town Council policies in place in order to satisfy the requirements of Data Protection legislation and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.

n) To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.

4. Communications

o) Where appropriate, to meet with members of the public and organisations to discuss the plans for the Heritage Centre.

p) To act as a representative of the Town Council at external events and meetings as required.

5. **Health and Safety**

q) To support the Chief Officer in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met.

r) To ensure that a risk assessment is prepared and reviewed in relation to your role including site visits.

s) To take care of your own health and safety and ensure through training and guidance that you are aware of your responsibilities in relation to the role you perform.

6. **Equality and Diversity**

t) To support the Town Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.

u) To work with the Town Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that the standards produced by the Welsh Language Commissioner are fully implemented as appropriate.

7. **Personal Development**

v) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Town Council's affairs.

w) To participate in regular supervision meetings with your line manager and undertake an annual appraisal.

8. Other

x) To undertake other duties from time to time which are commensurate with the level and grading of the post as may be reasonably required within this post to support the operational needs of the service area and Council, including deputising for other members of staff during holidays, sickness

absence and to maintain business continuity and during any civil emergencies.

PERSON SPECIFICATION

1. Qualifications & Professional Requirements

- Degree or equivalent qualification in heritage management, museum studies, history, archaeology, architecture, cultural heritage, or a related field.
- Project management qualification (e.g., PRINCE2, APM) – desirable but not essential.
- Awareness of the Well-being of Future Generations (Wales) Act 2015 and its implications for public-sector projects.

2. Knowledge & Experience

- Proven experience managing heritage, museum, or cultural development projects from planning to delivery.
- Experience working within or alongside local authorities, including committees, governance structures, and public accountability.
- Experience of producing business plans and forecasts to accurately predict income and costs
- Budget management experience, including monitoring spend, forecasting, securing funding, and reporting to stakeholders.
- Experience working with contractors, architects, conservation specialists, and interpretation designers.
- Experience of community engagement, co-production, or consultation within heritage or cultural contexts.
- Understanding of interpretation planning, exhibition development, and visitor experience design.
- Experience in grant-funded projects, e.g., National Lottery Heritage Fund (highly desirable).

3. Skills & Abilities

- Strong project management skills, including planning, scheduling, risk assessment, and delivery to deadlines.

- Excellent communication skills (written and verbal), able to work with councillors, community groups, contractors, and the wider public.
- Ability to commission, manage, and evaluate external contractors and consultants.
- Negotiation and partnership-building skills, including stakeholder management and collaborative working.
- Ability to produce clear reports, briefing papers, presentations, and decision-making documentation for the council.
- Attention to detail and ability to manage large volumes of complex information.
- Ability to problem-solve and adapt creatively to challenges during capital and heritage project delivery.
- Digital competence, including project-management tools, MS Office, CRM/data tools, and digital interpretation systems.

4. Personal Attributes

- Commitment to public service values, community benefit, and heritage preservation.
- Enthusiasm for Welsh history, culture, and language; willingness to respect and promote cultural identity.
- Self-motivated, proactive, and able to work independently, while also being a strong collaborator.
- Organised and methodical, with the ability to juggle multiple workstreams.
- Resilient and calm under pressure, especially during construction or fit-out phases.

5. Other Requirements

- Willingness to attend evening council meetings or community events where needed.
- Ability to travel locally to sites, partners, and regional heritage networks.
- Awareness of health & safety, CDM regulations, safeguarding, and public-building compliance.
- Ability to show cultural sensitivity and willingness to learn Welsh.