

Heritage Community Assistant

Job Title:	Heritage Community Assistant
Employer:	West Midlands Heritage Trust
Contract length:	Fixed term, 2 years
Location:	Mainly working from home, with requirement to: occasionally be expected to visit Warwick for which travel expenses (car or public transport) will be covered; occasional office-based team sessions in a shared office space in Warwickshire, Worcestershire, or the Black Country, as determined by WMHT and within the contracted hours of the role (the current office location is in Worcester); attending project site visits across the West Midlands and Worcestershire as required. The post will require travel to Warwick, to support the project activities.
Hours:	15 hours per week (full time equivalent 37.5 hours per week). Flexibility regarding working hours is needed and occasional evening and weekend work will be required.
Salary:	£24,785 per annum. Pro-rata (£9914 p.a. for 15 hours per week)
Travel expenses:	The Trust must give prior approval to any travel expense. Travel to the office will not be reimbursed. If any other travel is required, by prior agreement the employee may be reimbursed at cost for standard-class travel via public transport or at AA published distances and rates for travel using your own car.
Holidays:	13.5 days holiday PA (full time equivalent is 33 days' holiday PA, inclusive of 8 public holidays), with time in lieu if the Trust directs that it is necessary to work on a public holiday.
Reporting to:	The Heritage Engagement Coordinator
Direct reports:	None
Deadline:	10 th April 2026

Overall purpose and scope of the Trust

West Midlands Heritage Trust (WMHT) works closely with Project Trusts, currently three in number: West Midlands Historic Buildings Trust (WMHBT), Wolverhampton Heritage Trust (WHT) and Worcestershire Building Preservation Trust (WBPT).

The Trusts aim to safeguard buildings of historical and/or architectural importance which are in danger of being lost. As well as projects to protect and rescue historic buildings, the Trusts organize a range of activities to encourage and involve our members and local communities.

The opportunity, overall purpose and scope of role

This newly created role is an exciting opportunity to join a small, dedicated team working towards the preservation of heritage in the local area. You will be assuming a flexible, hybrid role, mainly working from home, occasionally attending a shared office space and project sites.

The organisation you will be joining is an experienced heritage Trust held in high regard, with a successful track record in working with local communities in rescuing historic buildings. Thanks to funding from The National Lottery Heritage Fund, Historic England, and other project specific funders, the Trust is on an ambitious path of increasing project activity, growing the core staff team and the capacity to save more historic buildings at risk.

Supporting the Heritage Engagement Coordinator, this role will assist in the planning and delivery of community engagement events.

This role will be working primarily in association with a project being undertaken by the West Midlands Historic Buildings Trust.

We would particularly welcome applicants with knowledge of the local communities of Warwick.

Main Duties and Responsibilities

- Assist the Heritage Engagement Coordinator in developing and promoting community engagement activities
- Arrange and deliver engagement events
- Assist in project social media and communications

- Assist the Heritage Engagement Coordinator with other Trust event and project duties as may be required
- Positively and proactively promote and advocate the work of the Three Trusts.

Person Specification

		Essential/ Desirable
Knowledge & Skills	Excellent organisational skills	E
	Excellent communication skills, verbal and written	E
	High level of competence in basic IT including handling e-mails, word processing (Word), internet searches and spreadsheets (Excel)	E
	Understanding of heritage preservation issues	D
	Demonstrable ability in problem solving	D
	A self-starter who can work with minimum supervision	E
	Ability to work independently and as a team member working co-operatively with both internal and external stakeholders	E
	Excellent advocacy, interpersonal and negotiating communication skills	D
Experience	Experience in managing competing priorities	D
	Community engagement activities in heritage or a comparable sector	D
	Experience using social media channels including LinkedIn, Instagram, and Facebook	D
Qualifications and approach	Flexibility in working hours to meet community engagement needs, including willingness to work some evenings and weekends	E
	Maintain a clean valid driving license and use of a car insured for business purposes	D
	Willingness to travel across Warwickshire	E
	Educated to Level 3 or above with qualifications in English and Mathematics at Level 2 or above	E
	Be an outstanding role model for heritage and the Trusts	E