

## Culture Perth and Kinross

### Job Profile

<b>Job Title:</b>	Heritage Pathways Co-ordinator
<b>Salary:</b>	TAS5 £25,148.58 - £27,868.42 per annum pro rata (£12,574.29 - £13,934.21 per annum)
<b>Contract:</b>	Fixed Term to the end December 2025
<b>Hours:</b>	18 hours per week
<b>Location:</b>	Perth Museum and Art Gallery, Remote, and other CPK or external venues as required
<b>Reports to:</b>	Learning and Communities Officer
<b>Responsible for:</b>	None

This post is generously supported by the Gannochy Trust.

### Job Purpose

- To support the implementation and further development of the Heritage and Culture Pathway including the management of the CPK Young Person's Collective, develop and deliver of career and heritage days.
- Overseeing work placement opportunities.
- Recruit 1 young person's internship a year.
- To work with colleagues to identify future employability needs and opportunities for young people across the organisation.
- To further develop the Pathway and extend the range of opportunities available through collaborative working with other culture and heritage organisations in the region.
- To advocate for the benefits of young people's voices and representation within the organisation, including arranging CPD and awareness raising for CPK staff to increase confidence and skills working with young people.

### Main Accountabilities

- Manage the Young Person's Collective for CPK, to increase skills and networking opportunities in cultural and heritage careers.
- Organise and host meetings at CPK venues for the Collective, including talks and training sessions from CPK and external staff, and support the group to generate their own ideas and deliver youth-led activities and events.

- Liaise with local partners, schools and education providers to develop and deliver careers programmes, with a specific focus on work placements, internships and apprenticeships.
- Work with external partners to develop the Pathway across additional culture and heritage organisations in the region.
- Support line managers in the overall provision of apprenticeship and placement programmes within CPK to ensure successful implementation and a positive, holistic experience for participants.
- Advocate for early career development across CPK – keeping up to date with national and local policy developments, legislation, funding etc.
- Coordinate and develop a range of awareness raising days, careers fairs with a view to encouraging young people to develop an interest in careers in the culture and heritage sector.
- Promote the Heritage Pathway and the achievements of young people engaged to the general public and stakeholders, internally and externally.
- Complete funding applications to support activity and undertake compliance reporting to funders as required.
- Engage with stakeholders and partners in the heritage sector.
- Contribute to wider team and service meetings as required.
- Participate in staff networking & training opportunities.
- Undertake evaluation of work placements and employment opportunities to gain feedback and inform future development of provision.

### **General responsibilities:**

- Follow and promote safe systems of work and observe health and safety requirements.
- Comply with corporate standards, and use corporate systems, processes and procedures – and undertake any necessary training as directed.
- Focus at all times on delivering excellent customer service and ensuring value for money while being professional, and upholding Culture Perth and Kinross's Code of Conduct.
- The particular duties and responsibilities attached to posts may vary from time to time depending on the requirement of the Service without changing the general character of the duties or the level of responsibilities entailed.
- The post holder may be required to work occasional evening and weekends to meet the delivery needs of the service.

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### **Knowledge & Experience**

#### **Essential**

- Experience working with young people and a passion for youth-led practices and approaches.
- IT skills and experience of using Microsoft Office

- Strong communication, networking, and influencing skills with staff, participants, and partners.
- Experience of coordinating events
- Strong administrative and budgeting skills
- Must be able to travel to all CPK venues around Perth and Kinross and attend meetings outside of Perth.
- Commitment to following health and safety practices and risk assessment
- Must be able to treat colleagues and customers with dignity and respect
- Demonstrates a personal commitment to fairness and equity of opportunity
- Able to work independently with a flexible approach to working hours
- Willing to learn and adapt to new situations and working methods
- Able to work under pressure, meet deadlines, and manage multiple projects simultaneously.
- Able to work with sensitive information and maintain confidentiality.
- Ability to monitor, evaluate and reflect on your working practice.

### **Desirable**

- Experience working with traditionally under-represented groups .
- Experience in administration and delivery of work placement, internship and apprenticeship programmes .
- Knowledge of apprenticeship, internship, and placement schemes
- Experience managing a young person's group or community group
- Knowledge of the cultural sector

### **Any Additional Requirements**

- A Disclosure Scotland check will be required for this post.