



## Vacancy for a Heritage Researcher

**Are you enthusiastic about engaging people?  
Are you experienced in community history and archives?  
Can you find and share stories that inspire people about the social and  
cultural aspects of North East natural history in North East England?**

**If so, I'd love to hear from you!**

NHSN seeks someone with enthusiasm for collecting, caring and sharing interesting and curious, stories and artefacts, about all aspects of natural history, the people and organisations across North East England.

You will be working closely with individuals, community groups, heritage organisations, NHSN staff and volunteers. Your role focuses on developing the potential of NHSN's North East Nature Archive (NENA) which includes the current project Nature's Cure in Time of Need [Nature's Cure in Times of Need](#)

If you would like an informal chat before applying, please email me to arrange a time.

Please submit your CV and a covering letter that outlines how you meet the numbered requirements of the Person Specification, with your examples, maximum 1,000 words.

**Your application WILL ONLY be considered if you include numbered bullets from the Person Specification below in your covering letter.**

to [nhsn.director@newcastle.ac.uk](mailto:nhsn.director@newcastle.ac.uk) by midnight on Tuesday 20 August 2024

Interviews will be held on Wednesday 28 August.

I look forward to hearing from you and good luck with your application!

Best wishes

Clare Freeman  
NHSN Director





## About the Job Heritage Researcher



<b>Based at</b>	NHSN North East Nature Archive (NENA) at Great North Museum: Hancock, Newcastle.
<b>Contract type</b>	Fixed term, September 2024 to November 2025, part-time, up to 20 hours per week. Total hours/ week and when worked to be discussed as some flexibility is available.
<b>Salary</b>	£25,000 to 26,500 per annum (NHSN is a Living Wage Employer)
<b>Reporting to</b>	NHSN Director

### Job purpose

**Developing NENA by collecting, caring and sharing interesting and curious, stories and artefacts, about all aspects of natural history, with a focus on North East England. A key focus is completing NHSN's project, Natures Cure In Time of Need; New Voices for North East Nature funded by the National Lottery Heritage Fund.**

### Main duties and responsibilities

1. To engage with the public and members through community outreach and events
2. To conduct and support research about natural history in the North East, naturalists, and organisations, including updating the timeline History of NHSN & North East Natural History
3. To facilitate the development of skills in archives and community heritage among staff, volunteers, work placements and the public
4. To prepare blogs and content for the website
5. Organize and facilitate workshops, training sessions, and public events to share research findings and build community research skills.
6. To assist in the booking and delivery of lifelong learning courses
7. To promote activities on social media, encouraging engagement and thanking volunteers.
8. To proactively recruit and support volunteers to deliver activities, welcoming individuals and groups to NENA.
9. To collaborate with local museums, archives and heritage organisations.
10. Ensure that all activities are delivered in line with the NHSN Safeguarding Policy and that permissions for photography etc are sought, promoting work appropriately on social media.
11. Ensure that all work is carried out in accordance with NHSN Values the NENA Handbook and policies
12. Undertaking any other duties which the Director may reasonably request.

NHSN recognises the positive value of diversity, promoting equality and challenging discrimination.

We welcome and encourage applications from people of all backgrounds and aim to be an organisation that reflects our supporters and communities.

## What skills are we looking for?

**Please use these numbered bullets in your covering letter, giving examples from any paid or unpaid roles**

	Essential	Desirable
<b>Qualifications</b>		
1. GCSE (or equivalent) Maths and English at a minimum of grade C.		√
<b>Experience and Knowledge</b>		
2. Working in a community heritage research role	√	
3. Working in an archive (could be as a volunteer)		√
4. Demonstrable interest in people's roles in history, heritage and/or natural history,		√
5. Strong digital skills, including a working knowledge of using e-mail, word processing and presentation packages	√	
<b>Communication Skills</b>		
6. Active user of social media, for example appearing in short videos	√	√
7. Enjoys talking to people, and able to communicate with people of all ages		
8. Ability to build strong working relationships with a range of individuals and community groups		√
<b>Motivation</b>		
9. Commitment to working with people in an empowering and positive way		√
10. Passion for local history and community engagement.	√	
<b>Personal Attributes</b>		
11 be welcoming and inclusive to people with wide ranging abilities and interests in natural history		√
12 be inspired to engage people with stories that are curious, inspiring and interesting		√

This role needs the person to satisfactorily complete an enhanced DBS disclosure.  
This would be paid by NHSN when the vacancy was offered after interview.

## **Benefits of working for NHSN**

- Accredited Living Wage Employer
- Automatic enrolment in contributory pension scheme. 5% employer pension contribution
- Flexible working 29 days holiday (inc. public holidays), accruing an additional one day per year of service
- Professional development and training opportunities including support from professional archivists
- Dedicated work laptop provided.
- Attractive, friendly office in city centre location.