



Job Title: Heritage Officer

Location: Over The Wall Camp, Ockbrook, Derbyshire

Reporting to: Senior Regional Development Manager

Employment Type: Part-time (14 hours per week)

Salary: £32,000 p.a. pro rata (£12,800 based on two days a week)

Duration: 12 months' fixed term

About Over The Wall Camp: Over The Wall Camp (OTWC) is a children's charity dedicated to providing life-changing experiences for children with serious illnesses and their families. Our mission is to create a supportive and engaging environment where children can build confidence, make friends, and have fun.

Role Overview: This role is funded by The National Lottery Heritage Fund.

We seek a passionate and dynamic Heritage Officer to join our team at OTWC. The successful candidate will be crucial in establishing and implementing a new heritage and engagement programme. They will play a lead role in developing, understanding and sharing the rich cultural heritage of the Ockbrook site, and working with the Community Engagement Officer to share Ockbrooks history and engage the local community. This role requires a self-starter with a background in heritage.

Key Responsibilities:

- Managed by the Senior Regional Development Manager, and in collaboration with the Community Engagement Officer, liaise with staff, volunteers and members of the community to explore and document the former Ockbrook School's rich history.
- Establish and collate items for a former Ockbrook School archive, liaising with Moravian Union to access and loan items from their archive.
- Create new database to catalogue existing archive material and location (many items may be held at the Moravian Union's archive, based in London).
- Lead on the Ockbrook Oral Histories Project, identifying, interviewing, recording and logging oral histories, relevant to the Ockbrook site and community.
- Recruit volunteers for and oversee the Ockbrook Heritage Conservation Group
- Work with the Community Engagement Officer to prepare and deliver presentations to various groups to promote the site's heritage and OTWC activities.

- Create archive displays and prepare material to share through community engagement.
- Provide heritage tours onsite at Ockbrook.
- Collaborate with the Community Engagement Officer on community events and the end of project celebration event.
- Collaborate with the Community Engagement Officer on engaging with community groups, such as a heritage committee, events committee, and volunteer management group, to enhance local engagement.
- Ensure broad and diverse community engagement, especially in reaching diverse, disadvantaged, and vulnerable populations.
- Perform any other tasks as required to support the mission of OTWC.

Skills and Qualifications:

- Background or interest in heritage and working with archives. (D)
- Excellent communicator, comfortable preparing and delivering presentations. (E)
- Self-starter with the ability to work independently with minimal supervision. (E)
- Proficient in Microsoft 365 Suite applications (Outlook, Word, Excel, and PowerPoint) and Canva (E)
- Regionally based and prepared to travel.

Narrative: At Over The Wall Camp, we believe in the power of community and the importance of creating inclusive and engaging environments for children with serious illnesses and their families. Our new Community Engagement Officer will be at the heart of this mission, working tirelessly to promote our site at Ockbrook and foster strong connections with the local community. This role is perfect for someone who is passionate about making a difference, has excellent communication skills, and thrives in a collaborative environment. By organising visits, delivering presentations, and working with schools and community groups, the Community Engagement Officer will help us achieve our goal of creating a vibrant and supportive community around OTWC. If you are a self-starter committed to inclusivity and a love for community engagement, we would love to hear from you. Please send your CV to sophie.parkins@otw.org.uk to be considered for this role.