



## **Jersey Heritage**

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#### **Head of Programmes**

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[www.jerseyheritage.org](http://www.jerseyheritage.org)

- Jersey Heritage Annual Reviews
- Jersey Heritage Annual Accounts

[www.archives.org](http://www.archives.org)

- The ARA Code of Ethics

[www.museumsassociation.org](http://www.museumsassociation.org)

- Museums Association Code of Ethics

## **About Jersey Heritage**

### **Overview**

Jersey Heritage is the Island's official museums, archives and historic buildings organisation. We want to help everyone to protect, discover and enjoy learning about Jersey's heritage.

We are an independent charity, founded in 1981, receiving about 50% of our funding from the Government of Jersey by way of a grant. Other income is self-generated through activities such as admission charges, retail sales, membership, sponsorship, donations, fundraising, holiday lets and venue hire.

Jersey Heritage manages historic buildings, monuments and collections held in trust on behalf of the Société Jersiaise, the National Trust for Jersey and the States of Jersey as well as those we own.

We are governed by a Board of Trustees operating under a constitution agreed by the States of Jersey, and according to the terms of a Service Level Agreement with the Minister for Economic Development, Tourism, Sport and Culture. The Chief Executive Officer of Jersey Heritage is accountable to the Board of Trustees.

We are responsible for Mont Orgueil and Elizabeth Castles, the Jersey and Maritime Museums, La Hougue Bie, Hamptonne, the Jersey Archive and the Sir Francis Cook Gallery and Augrès Store. The Augrès Store houses JH reserve collections.

We have approximately 60 permanent staff and are joined by a similar number of additional seasonal staff during our main season (March to October inclusive). We operate on a variety of contractual terms and working patterns to facilitate the diverse nature of our operations. Our staff team is team-centred and has achieved remarkable results over the last few years.

We are also fortunate to have over 300 volunteers who give their time generously to help our work in all areas from family history enquiries at Jersey Archive, to guiding at visitor sites, from conservation of objects in museum stores, to historic boat restoration.

Our staff team is located throughout our sites, although the majority of permanent staff are based at the Jersey Museum and the Jersey Archive all year round.

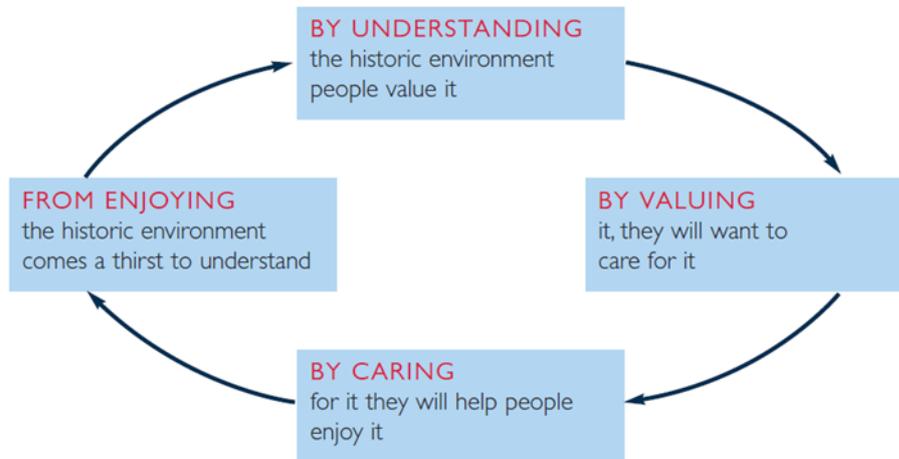
### **Our purpose:**

Jersey Heritage's statement of purpose as incorporated in its constitution is:

*"Jersey's heritage and culture is special. The purpose of the Jersey Heritage Trust is to care for it, promote wide access to it, act as advocates on its behalf and bring imagination to telling its stories so that we inspire people to create a better island for everyone."*

## Our strategy:

Jersey Heritage is moving towards the Heritage Cycle model in conjunction with Government of Jersey Heritage Strategy:



## Our standards:

We are committed to providing Jersey with a first-class museum, archives and heritage service and work to the highest professional standards.

We aim to operate to UK national standards in everything we do and we benchmark ourselves against national standards to give our funders and our audience confidence in the quality of our work.

We currently meet the following standards:

For museums: The Museums Libraries and Archives Council's Museum Accreditation Scheme

For visitor services: Visit Britain's Visitor Attraction Quality Assurance Scheme (VAQAS);

For archives: The National Archive's standard;

## Our visitor sites:

The Jersey Museum is currently open to the public seven days a week throughout the year.

The seasonal sites of the Maritime Museum, Elizabeth Castle, La Hougue Bie and Mont Orgueil Castle are open seven days a week from approximately mid-March to the end of

October. Mont Orgueil and the Maritime Museum are additionally open on a reduced days basis during the week throughout the winter period.

The Jersey Archive is open to the public four days a week (Monday – Thursday) throughout the year and one Saturday morning opening a month when the team deliver a 'What's your Street's Story?' presentation to the public.

Visitor sites are cared for by our team of Site Gardiens over the winter and are staffed by a broader team of Site Gardiens, Visitor Services Assistants, Living History demonstrators and volunteers during the visitor season.

### **Curation and Experience:**

We hold an exciting array of events, exhibitions and living history demonstrations at each of our sites throughout the year, which aim to bring the past to life by engaging with our visitors.

Every year we meet most of the schools in Jersey and all the sites have curriculum links.

We also carry have an outreach programme to share our stories across the Island.

The strategy and priorities for the Curation and Experience department of JH are set out in the 'Heritage Connects' document.

### **Commercial services:**

Income is self-generated through various activities including admissions, venue hire, weddings, retail, catering, fundraising and membership. Many of these activities bring new people to our sites as well as generating revenue and in each case we need to balance optimum value to the public against maximum commercial gain.

We manage a collection of heritage properties and 'coastal towers' that are available for hire as self-catering holiday accommodation. Properties include: Radio Tower, Barge Aground, Elizabeth Castle, La Crête Fort, Fort Leicester, L'Etacquerel Fort, Archirondel Tower, Lewis's Tower, Fisherman's Cottage, La Tour Carrée, La Rocco Tower, Seymour Tower and Kempt Tower.

After having previously been outsourced, Jersey Heritage now manages its retail site shops internally with the aim of increasing income as a result of offering more focused products.

We manage the catering facilities at the Castles and Hamptonne and work closely with third party partners to provide catering at Jersey Museum and La Hougue Bie.

We operate the Castle Ferries that run between West Park and Elizabeth Castle so that the ferry journey becomes an integral part of the visitor experience.

### **Other services:**

We also work with advisory panels to give stakeholders a voice. Examples include the panels for historic building listing and for access to public archive records. Formal public consultation has become important in areas like the conservation policies for our historic buildings to ensure that our plans have wide public support.

**Our heritage partners:**

Nearly all Jersey Heritage work is done in partnership with other organisations. Most of the collections and sites in our care are managed on behalf of the Société Jersiaise, the National Trust and the States of Jersey for example. We also work closely with organisations like the Channel Islands Family History Society, the Friends of the Maritime Museum, the Duke's Leopards and the 1781 Jersey Militia.

**Our corporate supporters:**

Over 30 local businesses support Jersey Heritage each year as members, project partners or sponsors. Corporate members not only provide financial support, but also people to help with conservation projects.

## **Brief outline of the Role**

### **Head of Programmes**

This is a new role at an exciting time for JH as we look to emerge from the pandemic and plan forward to growing the team to help us share our Island's unique heritage.

The main purpose of the role is to manage the creation and delivery of the JH programme, advocating for our users and ensuring there is a diverse range of opportunities for people to connect with Jersey's heritage, whilst exercising JH values and working towards the JH strategy.

JH has a highly talented professional staff working on the JH programme, some very experienced and some relatively new to their roles. There is the possibility of one further curatorial role within the team. The post holder will manage the team of people working on events, exhibitions, outreach, site developments, the Geopark project, language promotion and activities. In doing so and in partnership with the team, the Head of Programmes will identify and support opportunities for collaboration across the programme. They will work closely with the Curation and Experience Director, Head of Education, Head of Visitor Services and Marketing Manager. They will champion interpretation across JH.

There are several large-scale projects coming up over the next few years.

This is a permanent full time post, reporting to the Curation and Experience Director, is physically based at the Jersey Museum and is available immediately.

Please also read the full role profile for more detail.

**Should you wish to have an informal chat to understand more about the role then please contact:**

**Louise Downie**  
**Curation and Experience Director**  
**01534 633327**  
**[Louise.downie@jerseyheritage.org](mailto:Louise.downie@jerseyheritage.org)**

## **Terms and Conditions**

### **Hours of work**

Jersey Heritage's standard full time working hours are Monday to Friday 8.30am to 5pm which equates to a standard 37.5 hours per week.

This is a full time permanent post.

### **Probation**

There will be a probationary period of at least 16 weeks.

### **Salary**

The salary range for this role £43,000-45,746. The salary payable for this post will be dependent upon the successful candidate's qualifications, experience and skills.

### **Benefits**

#### **Permanent**

- Annual leave: starting at 23 days for full time permanent employees
- Pension: Eligibility for permanent employees to join the States of Jersey Public Employees' Pension Scheme (PEPS) upon successful completion of the probationary period. Full details available from [www.gov.je](http://www.gov.je)
- Self-development: Jersey Heritage encourages all staff to develop and undertake training relevant to their field of work.
- EAP: Membership of an Employee Wellbeing Programme
- Gym: Discounted gym membership available through "Active"
- Retail: 20% off in our retail outlets
- JH Sites: Free entry to all Jersey Heritage sites.

## Selection and Recruitment Procedures

Jersey Heritage appoints on merit.

Shortlisting is carried out objectively by assessing the information you provide against the requirements of the job as set out in the role profile. If you are shortlisted, you will be contacted and invited to attend an interview.

We will also tell you if we need you to do anything else such as a skills test or presentation:

### **How to Apply**

To apply for this position, please forward the following:

1. a completed **Recruitment Application Form**
2. a **comprehensive Curriculum Vitae**
3. a **supporting covering letter** stating reasons for your application and describing how you consider your experience and competencies are relevant to the post to:

Jeannette Achler  
Human Resources Manager  
Jersey Heritage  
The Weighbridge  
St Helier  
JE2 3NG

***Applications without a covering letter will not be considered.***

### **Recruitment Timetable**

Closing date for receipt of applications: 4 January 2022

Interview During weeks beginning 17<sup>th</sup> and  
24<sup>th</sup> January

**Please confirm in your application that you are available to attend an interview during these dates**

**Please advise if you have any dates/times that need to be avoided.**