



Information on the role of:

HR & Payroll Officer

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www.jerseyheritage.org

- Jersey Heritage Annual Reviews
- Jersey Heritage Annual Accounts

www.archives.org

- The ARA Code of Ethics

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 100 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.

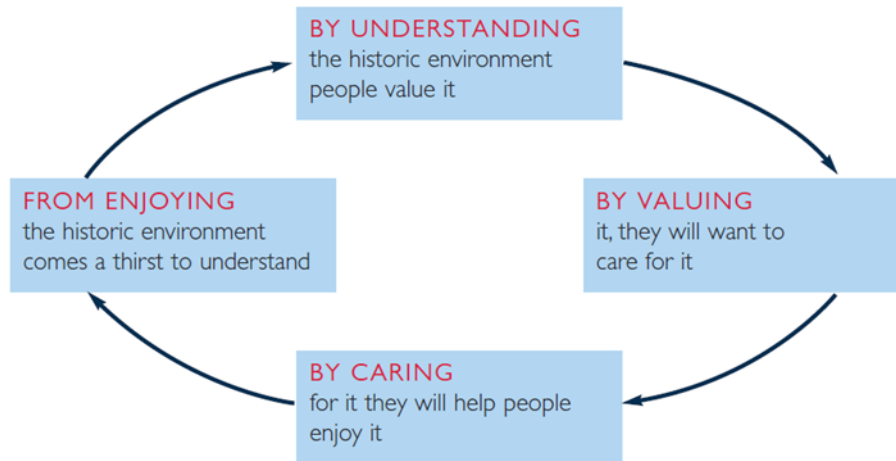
Our purpose:

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's 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:

From 2024 all Jersey Heritage sites with the exception of Elizabeth Castle will be open to the public seven days a week throughout the year.

The seasonal site of Elizabeth Castle is open seven days a week from approximately March to the end of October.

The Jersey Archive is open to the public four days a week (Monday – Thursday) throughout the year and one Saturday morning opening a month.

Visitor sites are cared for by a team of Site Gardiens, Visitor Services Assistants, Living History demonstrators and volunteers during the year.

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'Étacquerel Fort, Archirondel Tower, Lewis's Tower, Fisherman's Cottage, La Tour Cârrée, 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

As HR Officer within a small team at Jersey Heritage you will play a crucial role within the organisation, acting as a key point of contact for employees and management by providing a comprehensive generalist HR resource, helping to achieve and maintain an aligned and enthusiastic team. You will also be responsible for the preparation and processing of our monthly payroll.

Please also read the full role profile for more detail.

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 26 weeks.

Salary

The salary range for this role is negotiable and 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)
Full details available from www.gov.je
- Self-development: Jersey Heritage encourages all staff to develop and undertake training relevant to their field of work.
- 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
Head of Human Resources
Jersey Heritage
The Weighbridge
St Helier
JE2 3NG

Applications without a covering letter will not be considered.

Closing date for receipt of applications:

26th April 2024