



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:**  |  | Townscape Heritage Apprentice |
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| **Service Area:** |  | Development & Regeneration |
|  |  |  |
| **Directorate:** |  | Services to Place |
|  |  |  |
| **Salary Grade:** |  |  Scale 2 |

**About the Job**

**Main Purpose of the Job**

An exciting opportunity has arisen for an apprenticeship placement to gain hands on experience in the built heritage sector whilst also learning vital project management skills. This fixed-term placement would suit someone who has a keen interest in heritage, wishes to obtain a wide range of skills and work experience, and is keen to gain a formal qualification in project management.

Rediscovering the Underbanks is an innovative five-year Townscape Heritage (TH) programme in the heart of Stockport’s historic town centre. The TH programme aims to bring the Underbanks back to life and reconnect people with its unique heritage.

Rediscovering the Underbanks focuses on the repair and restoration of key historic buildings and the sensitive development of gap sites within a Conservation Area, as well as public realm improvements. Alongside this investment is an Activity Plan which includes a series of events and digital media that aim to increase the knowledge and appreciation of the unique history of the Underbanks. This community and business engagement are key to bringing people into the area.

Rediscovering the Underbanks is led by Stockport Council and part-funded by the National Lottery Heritage Fund. There are a number of supporting partners and community groups involved, such as Stockport Heritage Trust and Totally Stockport.

For more information see: [www.rediscoveringtheunderbanks.co.uk](http://www.rediscoveringtheunderbanks.co.uk)

The post holder will provide day to day support to the Townscape Heritage Manager. At the outset a Personal Development Plan will be agreed that will set learning outcomes. This will include heritage, project management and individual development goals, as well as matching work areas to the apprenticeship course.

The post holder will be expected to work across a wide range of areas, providing generic project support but also leading on some elements, for example the Activity Plan, where appropriate. The post holder will gain practical ‘on the job’ work experience of the regeneration of a unique historic area whilst studying for a Level 4 Project Management Apprenticeship.

This is a fixed term 20-month placement funded by the National Lottery Heritage Fund. You will be based within the wider Development and Regeneration Team but there will be opportunities to work with local heritage groups and other delivery partners.

**Key Responsibilities**

* Assist with budget management and associated grant processes
* Learn to develop and maintain working relationships with stakeholders

* Manage the project social media accounts
* Optimise technology and digital processes, such as supporting website development
* Assist with presenting data and in different formats to a variety of audiences
* Support heritage themed events and activities
* Assist with undertaking surveys of businesses, residents and visitors and other relevant indicators to be used in an on-going evaluation
* Assist with developing and / or improve a business process
* Assist with the grant making process
* Assist with the claim process and progress report submission
* Assist with establishing and updating risk registers
* Assist in procuring products and services
* To participate in required training programmes
* To keep a detailed learning log or portfolio of your experience and training
* To assist in evaluating your apprenticeship
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* To work to the Council’s values and behaviours by:
* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence.
* Showing value and **respect** to our colleagues, partners and customers.
* Interest in and understanding of the historic built environment
* Able to demonstrate problem solving skills
* Effective oral and written communication skills
* Good interpersonal skills, including the ability to communicate to a wide range of people and groups
* Ability to interpret plans, maps etc.
* Can demonstrate effective organisational skills
* Basic awareness of project management techniques
* Basic research and analysis skills, with an ability to interpret complex material
* Good IT skills including experience with Excel, PowerPoint and Word
* Good social media skills
* Must have a grade 4/5 (A\*-C) in at least 5 GCSEs including English and Maths
* Willingness to participate in training programmes to support personal and professional development
* Ability to work on own initiative and as part of a team
* Self-motivated attitude to work
* To meet Stockport Council’s standard of attendance
* A willingness to be flexible in a changing environment
* A willingness to work outdoors and go out on site
* Understands and actively supports Stockport Council’s Diversity & Equality Policy.