

Resilient Heritage Project Intern Role Description

Based on c. 23 hours a week for c. 10 weeks @ £10 an hour, funded by the Heritage Lottery Fund

We have an exciting opportunity for an outgoing intern to help us over the summer months. In preparation for a major redevelopment project, we have secured Heritage Lottery Funding to fund a range of studies that will strengthen our organisational resilience. As project intern, you will give invaluable support to this work as follows:

- Provide project management and administrative assistance to the Vicar during the delivery of the Resilient Heritage project.
- Help organise and review historical material to support redevelopment plans for the site.
- Provide assistance in workshops and presentations and questionnaires on the community consultation commission.
- Assist staff team in the delivery of project level fundraising applications following training received from the Fundraising commission.
- Assist the project manager in delivering the project evaluation reporting.
- Bring fresh ideas and creative energy to the delivery of the Resilient Heritage project.
- Develop systems and handover material that will precipitate running similar internship schemes in following years.

As a recent graduate, or someone looking for a career change, you will be enthusiastic and keen to develop an understanding of the heritage sector, heritage management, project management and conservation. You will be a self-starter, comfortable working independently and as part of a team. Experience of working with Microsoft software packages including Word, Excel and Outlook is essential.

To apply, please email a covering letter and your CV to Rob Quail, rob@stjohnshoxton.org.uk

Closing date: Friday 23rd June

Interviews in London: Thursday 29th June

Anticipated start date: early July 2017

Anticipated end date: mid-September 2017

Further information

[Resilient Heritage Project Plan](#)