

## ADVERT

### Cultural Heritage Apprentice x2 The National Botanic Garden of Wales



Your chance to work and learn at one of the fastest growing visitor destinations in Wales

#### Background

Heritage and heritage tourism are key drivers of the economy in Wales and offer significant employment potential. The National Botanic Garden of Wales occupies some 568 acres of parkland that were created at the end of the 16<sup>th</sup> century and is seeking to put its rich natural and cultural heritage at the heart of the visitor experience. The Garden has created an opportunity for two individuals to achieve a qualification and skills in cultural heritage, whilst gaining practical experience alongside other heritage staff at the National Botanic Garden. Working to promote the understanding and enjoyment of more than 400 years of history, the nationally important registered historic parkland, listed buildings and archaeological legacy, you will be helping the Garden achieve best in class standards while developing your own career.

The apprenticeships are offered as part of the project “Middleton: Paradise Regained: Reclaiming a Regency Rarity”. The restoration of the Garden’s Regency landscape is an exciting and ambitious, £7.2 million project, which is supported by a substantial Heritage Lottery Fund grant and private donation. It is a flagship scheme that will significantly increase the Garden’s appeal to a new demographic of visitor. It will reveal the story of the Garden’s previously unknown links with the East India Company, how the Company shaped the landscape of this part of Wales and the role that Welsh inhabitants had in shaping the wider British Empire. It will also see the landscape scale restoration of one of Britain’s finest late 18<sup>th</sup> century waterparks.

Two cultural heritage apprenticeships are being offered: Apprentice Heritage Administrator and Apprentice Heritage Assistant. Both roles will support the activities of the Regency Restoration Team and work alongside the project Administration and Volunteer Officer, the Garden’s Heritage Officer and the Project Manager, supporting them in their duties whilst developing the skills, knowledge and experience to work in a heritage role once the training period is complete.

#### Apprentice Heritage Administrator

This is an exciting opportunity to join a project team, and learn both generic administration skills, but also specific skills for the growing heritage sector. Your role as apprentice administrator is to support the work of the Project Administrator who is responsible for wide-ranging office-based support for a small and busy team, working to tight deadlines. You will assist the Administrator in all aspects of project communication, gathering and recording data, co-ordinating information, and organising meetings. It will bring you into contact with others inside and outside the organisation and involve you actively as a hands-on and important part of the overall project team. This is a pivotal role with real opportunity to contribute and make a difference to a major landscape project.

#### Apprentice Heritage Assistant

The apprentice Heritage Assistant will support all the activities of the Heritage Officer. The fundamental objective of the Heritage Officer role is to identify, conserve, raise awareness and promote appreciation and enjoyment of the Garden’s rich heritage assets and resource in all their aspects - built, cultural and natural. The Heritage Assistant’s role is to support the Heritage Officer in all their duties, whilst developing the skills, knowledge and experience to deliver a Heritage role once the training period is complete. The Heritage Assistant will work with other departments in the Garden (Retail, Admissions, Education) to develop skills and gain experience in a customer facing environment at an iconic visitor destination.

For both roles:

Starting in September 2018, you will be a highly motivated individual joining our prestigious new 18 month apprenticeship scheme. We will provide the successful candidates with a comprehensive

experience of working within a cultural heritage venue. The National Botanic Garden of Wales is making a real difference to conservation, education, sustainability, and the enjoyment of the visitor. Find out more by exploring our web site [botanicgarden.wales](http://botanicgarden.wales)

The Cultural Heritage Level 3 apprenticeship will include day release at Coleg Sir Gar resulting in achieving the **BTEC level 3 Certificate in Principles of the Creative and Cultural Sector**.

The framework will help to develop your skills in:

- Marketing and communication
- Audience development
- Research
- ICT
- Arts administration
- Front of house
- Exhibitions
- Display and design
- Curatorial work
- Tourism

You will be an enthusiastic and committed individual working towards a career in the heritage sector.

Ability to satisfy the eligibility requirements for the apprenticeship scheme is essential:

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/?lang=en>

You will have good communication skills, and the ability to work both independently and collaboratively in a team. Attention to detail, ability to follow instructions, and a day-to-day awareness of safe working practices is expected. Fluency in written and spoken Welsh will also be an advantage. It will also be valuable if you can demonstrate genuine interests in heritage, conservation and sustainability.

For more information on job opportunities in the heritage sector, visit the Creative & Cultural Skills website: <https://ccskills.org.uk/careers/advice/ask-an-experttheatre/heritage>

Accommodation and transport to work are not provided with this appointment.

### **Outline**

This is a full time fixed term position starting from **Tuesday 4<sup>th</sup> September 2018** for an 18 month period. Training hours are 37.5 per week on any five days out of seven as required to ensure team cover from 8am to 6pm. The annual leave allowance will be 25 days. The apprenticeship allowance is paid in line with age related national minimum wage.

### **How to apply**

Informal enquiries are welcome and should be directed in the first instance to Helen John, Regency Restoration Project Manager [Helen.John@Gardenofwales.org.uk](mailto:Helen.John@Gardenofwales.org.uk)

You are encouraged to explore the Garden web site to find out more about us and what we do.

**Applications, in the form of a cover letter and CV clearly showing how you meet the criteria together with contact details for two referees (including telephone and email) should be sent, preferably as electronic copy, to [Helen.John@Gardenofwales.org.uk](mailto:Helen.John@Gardenofwales.org.uk) by 11<sup>th</sup> July 2018. Interviews are currently planned for Thursday 19<sup>th</sup> July 2018.**