

Droitwich Spa Town Council

Job Description – Heritage Services Manager

Post Title: Heritage Services Manager (Job Share)
Scale: Spinal Column Point 14 – 16
Reporting to: Town Clerk

Main Purposes of Role

To manage the day-to-day operation and development of the Tourist Information Centre and Museum, within the Town Council's strategic policies for the Heritage Service.

Main Duties

- To provide the Tourist Information Service, involving desk duties, the maintenance of information records, sales and souvenir records and monies, in accordance with agreed internal controls, and also the organisation and supervision of the volunteer service.
- To deal with the management and organisation of the Salt Museum, including the production of policies, preservation and cataloguing of artefacts, liaison with Worcestershire County Council's Archaeology and Museum Departments, preparation of exhibits etc as per the agreed Forward Plan.
- To conduct guided tours of the exhibition and town trails for special groups, and to deal with enquiries from members of the public and organisations about Droitwich Spa history, and to represent the Heritage Service at special events as required by the Town Clerk.

General Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post/or as detailed in the Council's Health and Safety Policy.

Contacts

In all contacts the post-holder will be required to present a good image of the Town Council as well as maintain constructive relationships:

Internal: Councillors, Town Clerk and other employees of the Town Council and team of volunteers

External: Members of the public, other local authorities, suppliers, Tourist Board, accommodation proprietors, schools.

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The post will include alternate Saturday working and occasional weekend work.