

Job description

Groups and Public Programmes Lead

Job title:	Groups and Public Programmes Lead
Salary:	c.£38,000 (pro rata)
Contract:	Fixed term (21 months)
Hours:	21 hours per week (flexible working welcome)
Location:	Hybrid (London office and remote)
Annual leave:	25 days per annum (pro rata)

About Icon

Icon, the Institute of Conservation, is a charity and professional membership organisation dedicated to safeguarding cultural heritage and championing the value of conservation.

Icon's vision is to protect, preserve and promote our treasured cultural heritage through cultivating skilled conservation professionals, supporting meaningful collaboration across the cultural heritage sector, and delivering public benefit through engagement and advocacy.

Icon's mission is to represent and support the practice and profession of conservation by promoting the public value of caring for cultural heritage and upholding high standards and ethics in conservation practice.

Icon ensures that the guardians and owners of objects, buildings and collections can access knowledgeable and passionate professionals to help them safeguard the physical remains of our past for the future.

With a membership of 2,300 individuals and organisations, Icon brings together conservators working in all disciplines as well as conservation scientists, educators and many others with an interest in conservation. Icon's membership plays an active part in the running of the organisation and the delivery of services to members. Icon has 28 special interest groups, each of which runs an active programme of lectures, training and social events for members.

About the role

Heritage Conservation: A Resilient and Engaging Future is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we are able to create the new role of Groups and Public Programmes Lead to support Icon volunteers via the specialist Groups structure and bring heritage to life for communities and new audiences.

Icon's volunteer-led Groups are at the forefront of our work connecting and engaging new and diverse audiences with heritage. A vital part of our membership, Icon's 28 national and specialist Groups help us to achieve our strategic and charitable objectives.

As a champion of conservation and its vital role in helping heritage reach and engage wider audiences, you will be a key part of a small team committed to the development of Icon's volunteer community, and the public programme they enable the delivery of. Supporting and guiding the volunteers who run our Groups, you will be responsible for providing day-to-day

support to the Group committees and delivering training and resources that upskill and empower volunteers, growing their confidence to advocate for their profession.

You will be responsible for developing and delivering Icon's public engagement programme, designed to enhance awareness of conservation and engagement in heritage. You will grow and advance Icon's partnerships with other organisations and charities working with a wide range of communities, creating opportunities for collaborative talks, workshops, tours and other activities to connect conservators with the public.

You will also line-manage Icon's Groups and Public Programme Administrator, who will support delivery of volunteer development and training, and the wider public programme.

Icon's office is in Clerkenwell, London, where this role is based. Icon operates a hybrid working policy with staff based in the office two days per week. The post-holder will report to the Policy and Programmes Director.

Specific duties:

Programme Development and Delivery:

- Develop and lead an ambitious public programme for conservation integrating delivery of Icon's Groups events programme and other events in the 'Icon Year'.
- Develop and maintain Icon's charity, community and educational partnerships, coordinating studio visits, tours and events for service users.
- Develop Icon's relationships with schools and careers organisations, supporting and empowering Icon conservators to speak at these events.
- Support the Groups in delivering their annual programme of events (lectures, conferences workshops and training sessions).
- Ensure follow-up information from Icon Group events is accessible, engaging and includes all relevant information to inspire attendees from diverse backgrounds.
- Support programme evaluation activity for submission to The National Lottery Heritage Fund during and at the end of the 2-year funding term.

Volunteer Support Development

- Act as the lead contact point for all Icon Groups, supporting ambition, responding promptly to queries and resolving challenges.
- Organise and facilitate training sessions to upskill volunteers in leadership, communication and public engagement.
- Provide ongoing support in the recruitment and management of Group committees, including the maintenance of Group committee records and Group resources.
- Develop and implement approaches to attract and recruit Group volunteers from diverse backgrounds.
- Facilitate internal communications between Groups and their members.
- Support Groups to prepare and submit their annual budgets.
- Implement a robust system for tracking and reporting on volunteer time.
- Establish a new system for capturing the value of Icon's Groups and feeding this into Icon's annual Impact Report.
- Develop and implement initiatives to boost volunteer engagement and satisfaction, including check-ins and feedback sessions.
- Plan and execute volunteer recognition events or programmes to celebrate the contributions of Icon's volunteers.

Other

- Monitor and record outcomes and impact achieved – developing meaningful content for Icon's annual Impact Report.
- Line-manage the Groups and Public Programmes Administrator.

You may also be asked to undertake other duties and projects by the Chief Executive from time to time.

Person Specification	
Training, experience and qualifications	
Essential: <ul style="list-style-type: none">• Experience of delivering creative or cultural projects or programmes• Experience of working with and supporting volunteers.• Experience of delivering training.• Experience of managing relationships with partner organisations.	Desirable: <ul style="list-style-type: none">• Experience of working for a charity or non-profit organisation• Experience of working for a professional body or membership organisation.• Experience in the arts, cultural or heritage sector.• Experience of line management.
Knowledge and skills	
Essential: <ul style="list-style-type: none">• Excellent communication skills, both oral and written.• Comprehensive knowledge of public engagement methods and strategies.• Well-developed administrative, IT and data management skills.• Project management skills.	Desirable: <ul style="list-style-type: none">• Knowledge of the conservation and/or arts and heritage sector.• Understanding of the conservation profession.
Other	
Essential: <ul style="list-style-type: none">• Ability to manage volunteers and work in a collaborative way.• Willing to travel to attend programme events, Group activities, and Icon functions• A passion for heritage, museums and the cultural sector's work to engage wider audiences.	Desirable: <ul style="list-style-type: none">• Ability to work with diverse stakeholders (internal and external).

To apply: Please visit [Icon's website](#) to download the application form for this role. If there are any reasonable adjustments we can make to support your application for this post, please email recruitment@icon.org.uk

Application Deadline: Monday 2 March, 12 noon.

Professional Development: As an organisation committed to championing conservation and supporting the careers of our conservator and heritage professional members, we are equally committed to supporting Icon staff with continuing professional development through both access to Icon training opportunities and external development opportunities.

Equality, Diversity and Inclusion: Being inclusive is one of our core values. As an organisation Icon values diversity and recognises that the broad range of backgrounds,

experiences, views, beliefs and cultures represented within our staff, trustees and membership greatly enhances our organisation. Icon is therefore committed to supporting, developing and promoting equality, diversity and inclusion in all its activities. We aim to ensure that opportunities are open to all those who are passionate about caring for heritage.