

**Expression of Interest and Role Profile for Heritage Training Placements 2020**

**Please email this expression of interest to** [**sandra.stancliffe@HistoricEngland.org.uk**](mailto:sandra.stancliffe@HistoricEngland.org.uk) **by 31st January 2020.**

I am interested in hosting a Heritage Training Placementas part of the scheme to improve workforce diversity, (specifically people with Black, Asian or other minority ethnic heritage) in the historic environment sector.

I understand that the placements in the scheme are awarded a bursary and agree that my organisation will cover this cost at a rate of £300 per person per week outside London, or £350 per person per week in London.

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| **SECTION 1**  **Your organisation:**  **Your name:**  **Your job title:**  **Email:**  **Tel.**  **Name of contact person in your organisation for our press office to contact:**  **Email of press office contact:**  **How many placements are you interested in hosting in 2020?**  **Where would the placement(s) be based?**  *Please consider how accessible the locations of the placements are. Historically we have been unsuccessful in recruiting people to placements based in remote locations e.g. historic properties with no public transport access. Placements work best when they are in places with good public transport access.*  **Broadly speaking, what will the nature of the placement (s) be?**  *E.g. marketing, collections management etc. Please specify for each placement you are offering.* |
| **SECTION 2**  **What will the placement involve?**  *This needs to be a short paragraph of 150 words which indicates the nature of the placement so is it about being front of house at events, handling collections, research, taking part in an archaeological excavation etc. You don’t need to describe exactly what it will involve but you need to give the candidates enough information to decide whether it’s something they are interested in.*  ***NB We ask that you plan a specific project for the student to undertake on their placement. This does not have to be specified here but needs to be planned before the placement starts. Further information will be provided about successful projects undertaken on past placements.*** |
| **SECTION 3**  **Role profile/competencies**  *Please complete the following profile for the role. This is to guide the students so that they can see which placement they may be a best fit for.*  Core competencies for Heritage Training Placements 2020:  Candidates must:   * Have an interest in and enthusiasm for heritage * Have the ability to communicate effectively with a range of different audiences * Have good customer focus and customer service skills * Have good written and spoken English * Be inquisitive and professionally curious * Be flexible and adaptable * Be willing to learn * Have an imaginative approach to problem solving   In addition to these core competencies for this role it would be helpful if:  *Please specify one or 2 criteria which will help the candidate apply for the right role for them and help you make a selection. Please remember – the aim is to be as inclusive as possible so please don’t specify things like “must have a good understanding of architectural conservation” etc. This scheme is designed to excite an interest in a heritage career in people who may not be considering it as an avenue at the moment. As there is a shortage of people with BAME heritage entering the sector there is also a shortage of people with BAME heritage on traditional undergraduate and post-graduate pathways into the sector.*  *Useful things to put here might be:*   * *good research skills with an eye for detail and accuracy (if its primarily a research role)* * *experience of using social media or an eye for a good story (if it’s a marketing/social media role)* * *be comfortable travelling in a boat (if you are in the Marine archaeology sector!)* * *be willing to travel independently to locations within England (if that is going to be needed)* |
| **SECTION 4**  **Start and end dates of Placement:**  *Does your placement need to take place in a specific time frame e.g. if it is going to take part in an excavation, or hit a series of public events. If specify the dates here so candidates know at the outset. If no then leave it blank and you can arrange the dates with the successful candidate/s.*  **Please ensure that there is someone available to support the placement person on a day to day basis. Don’t plan a placement for a specific period if you are going on leave for example. If this is unavoidable please make sure there will be a designated manager who is physically near the placement person in any periods you are away. This is also important for times you will be unavoidable out of the office on business.** |
| **SECTION 5**  **Training opportunities**  Please indicate what sort of training opportunities the student will have. This can be refined at a later date but it is **very important** to remember that these are training placements and this element needs to be planned before the placement starts.  *Training can be*   * *accompanying supervisors to meetings (including external ones)* * *a planned series of interviews/discussions with colleagues to deepen an understanding of the breadth of work the organisation undertakes* * *attending external training or in-house training courses* * *specific skills such as collections handling*   *This is an example of one from a previous year:*  *“During this placement as well as the training and development you will gain from working on your project you will also have a range of other opportunities to develop your skills and gain a deeper understanding of our work. This could include:*   * *Attending a meeting of the Capacity Building Team (scheduled for 5th-6th July) to get a sense of the work that we do.* * *Attending any one course from either the HELM or Essentials courses running in July / August as an observer* * *One-to-one coaching on training issues and online training from Capacity Building Team staff.* * *Preparing for and attending a key meeting of the Trailblazer Group, a sector wide group designing new heritage apprenticeships (date to be arranged), including making use of the Heritage Workspace online community to make contact with other group members.”* |

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**PLEASE READ**

This is the 5th year the scheme has run. As part of our commitment to being as inclusive as possible and tackling the systemic inequalities in the sector, this year Historic England is not going to make it a requirement that applicants to placements in this scheme in our organisation are in higher education or have just graduated. Higher education and university is not available to some people for a variety of reasons.

Please indicate below if you would be prepared to remove the requirement for applicants to be at university or have recently graduated.

**Yes I will be happy to remove the requirement for all applicants to be undergraduates or recent graduates**

**No, I would like to participate in the scheme but would prefer our applicants to be undergraduates or recent graduates.**

**Further Information**

**Why we need the scheme**

In 2018-2019 only 5% of the Historic England work force described their ethnicity as Black Asian of Minority Ethnic (BAME).

In March 2016 the Government published the [Culture White Paper](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/510798/DCMS_The_Culture_White_Paper__3_.pdf) and challenged Historic England and other nationally funded cultural organisations to develop and share strategies for improving workforce diversity.

In response Historic England developed a Workforce Diversity strategy which has several associated strands of activity but one of the most significant is a new paid Heritage Training Placementsscheme for undergraduates and recent graduates with Black, Asian or other Minority Ethnic Heritage.

It’s part of a suite of training and employment initiatives that we are working on to attract people from all backgrounds who are interested in gaining skills and experience for a career in heritage. These include apprenticeships and post-graduate training. The initiative aims to inspire a more proportionate number of people from Black, Asian or other Minority Ethnic backgrounds to consider a career in heritage.

**Legal context**The positions advertised through the scheme are training placements and not jobs. Participants do not receive a salary. They are provided with a bursary to cover costs or loss of earnings. This is permitted by the [Equality Act, section 158](https://www.legislation.gov.uk/ukpga/2010/15/section/158), which states that steps can be taken (including offering training) to help under-represented groups to access employment For further information please see the explanation accompanying this section of the Equalities Act [here](http://www.legislation.gov.uk/ukpga/2010/15/notes/division/3/11/2). Anybody who has taken part in one of these placements and decides they wish to pursue a career in any organisation in the sector would need to successfully compete for a job on their merits through standard recruitment procedures.

**Key information:**

* Placements should last for 8 weeks. (They can be shorter but 8 weeks will give the student a chance to learn about a career in the historic environment sector and complete a project). They should not be extended beyond this period.
* Placements receive a bursary of £300 p.w. or £350 p.w. in London. This must be paid by the host organisation.
* The placements must include a clearly articulated training element. This can be accompanying staff to meetings, taking part in site visits, shadowing etc. But training objectives will need to be defined before the start of the placement.
* Placements should be given a defined project to complete during their placements.
* The advertising will be managed centrally by Historic England. Applicants will apply for specific placements and these will be forwarded to participating organisations that will be responsible for shortlisting and selecting people for placements.
* Participating organisations will be provided with templates for as many aspects of the process as possible to make it as straightforward as possible.