

JOB DESCRIPTION

Position: All-Ireland Heritage Skills Programme, Programme Coordinator (Consultant)

Reports to: Senior Education Manager

Location: This post can be based remotely in Northern Ireland / Republic of Ireland with travel to Great Britain / the United Kingdom or at one of the King's Foundation Education Centres.

Background

For over a decade, The King's Foundation has been running innovative and impactful craft training programmes focused on supporting those working in the construction sector to push their skills to the next level and continue on their journey to becoming the next generation of master craftspeople. In 2018/19 we undertook our first targeted craft training programme based in Northern Ireland, with a group of our craft students working with the Historic Environment Division of the NI Department for Communities (HED) and Hillsborough Castle to undertake a live construction training programme. Following this success, we worked with HED to develop a new qualification-based specialised training course in building craft skills for the heritage sector in Northern Ireland. This was followed by the skills initiative with the Heritage Council and the Department for Communities. Moving forwards we intend to build on our current work by partnering with the Heritage Council, Department for Communities and the Construction Industry Training board NI in a new All-Ireland Heritage Skills Programme (Consolidating Heritage Skills) delivered across the island of Ireland.

The Programme Coordinator will play a fundamental role in developing and implementing the programme in line with the proposed programme start date of [] 2025. This 12-month, full time course will initially support 8 individual learners from a broad range of craft disciplines through a programme of industry-based placements, material specific training, intensive residential programmes and work with sector leaders to engage students in specialist short courses.

The Programme Coordinator will liaise with the Senior Education Manager during the early stages of the programme development, ensuring that the programme content builds on the successes of existing relationships and responds to the requirements of various funding bodies.

Based in country, you will be the primary point of contact for the programme taking a lead role in recruiting and supporting the participating students as well as reaching out across the sector to build a network of placement providers that are able to offer valuable learning opportunities. You will work alongside other members of The King's Foundation team to arrange short courses, residential programmes and, where possible, opportunities to pursue heritage focused qualifications such as the Level 3 NVQ in Heritage Skills (Construction).

Key Tasks

Specific Duties will include:

- Working closely with the Built Environment Education Manager, support the development and delivery of the new All-Ireland Heritage Skills Programme (Consolidating Heritage Skills) – building on the successes of other King's Foundation craft training programmes, in particular the skills initiative delivered in collaboration with Historic Environment Division of the NI Department for Communities (HED) and the Heritage Council.
- Administer the heritage craft training programme by recruiting students, coordinating and arranging registration and answering any queries applicants may have.
- Manage external stakeholders/tutors and consultants utilised in the delivery of the programme.
- Liaise with in-country partners and stakeholders to identify a network of industry placement providers and heritage craft tutors who can support programme delivery.
- Lead in the organisation of industry placements for participants on the programme. Ensuring all necessarily paperwork/insurances are in place prior to placement commencement.
- In development and delivery of residential and specialist courses you will co-ordinate workshop and programme plans including timetabling and resource requirements.
- Provide ongoing pastoral care to our students, taking timely action with The King's Foundation Management Team to resolve any concerns that may arise.
- Maintain effective administrative systems, policies, and procedures to provide an organised and efficient structure for the delivery of the programme. These systems will include:
 1. Timetables /programming
 2. Utilising existing booking systems
 3. Attendance records
 4. Resource management and budget monitoring
 5. Evaluation of programme delivery
 6. Annual and funding report content
- Working alongside the King's Foundation's Vocational Qualification Coordinator, you will identify opportunities for learners to pursue relevant qualifications and liaise with NVQ assessors to ensure participants fulfil all qualification requirements.

- Assist the Built Environment Education Manager in the writing of internal and external reports. Liaising with programme participants, tutors, and placement providers to gather evaluation feedback.
- Compile and evaluate feedback from completed training and provide recommendations for enhancement and information.
- Travel as necessary to recruit new participants (such as attending apprenticeship fairs) and to meet regularly with placement providers and students on placement across the island of Ireland. Travel to sites across the island of Ireland and the UK to plan and coordinate specialist courses and residential courses relevant to the All-Ireland Heritage Skills Programme.
- Alongside the Senior Education Manager, manage the budget for the programme.

Person Specification

The essential skills, knowledge and experience required are:

- Qualification or experience within a building craft or related sector or alternatively a relevant degree level qualification in Architecture, Urbanism or a related subject.
- Relevant and up to date industry experience/knowledge in building craft/urbanism/heritage sector. Relevant degree level qualification in Architecture, Urbanism or a related subject. Alternatively, qualification or experience within a building craft or related discipline.
- Knowledge of the Education environment in relationship to further and higher education, as well as alternative routes into the heritage building craft sector.
- Excellent project management experience, overseeing multiple projects including experience in the running of educational and/or apprenticeship programmes and of managing staff teams.
- Experience in delivering education programmes to a variety of stakeholders.
- Excellent understanding of principles of sustainability, and how these relate to the industry and education sectors.
- Excellent network of partnerships or stakeholder relationships within the sector.
- Experience managing grant or foundation funded programmes including Heritage Lottery Funded or similar, including of the reporting and financial management requirements.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.

- Strong leadership skills and demonstrable innovation in approach.
- Strong organisation skills and the ability to work with minimal supervision.
- Understanding of and support for the ethos and principles underlying The King's Foundation and Harmony Education.
- Competencies necessary for the role include strategic thinking, teamwork, performance management, budget management, working to deadlines, organisational and leadership qualities, research and writing skills and influencing skills.
- The ability to communicate efficiently and clearly in spoken and written language with people from a wide range of backgrounds.
- Confident use of computers, and ability to create high quality presentations. Working knowledge of Microsoft Office software (PowerPoint, Excel and Word), Windows XP, Adobe.

GENERAL TERMS (Contractor/Consultant)

Duration

You will provide your services to us from July 2025 until end June 2026.

Hours of Work

You will be required to work 37.5 hours per week (Monday to Friday, 9am to 5pm, occasional evening and weekend working may be required).

Location

This post can be based remotely in [Northern Ireland / Republic of Ireland] with travel to [Great Britain / the United Kingdom] or at one of the King's Foundation Education Centres.

Fees and expenses

You will submit invoices on a monthly basis setting out the hours that you have worked. You will be responsible for any and all taxes due as a result of payments made under this agreement. Payment will be made from the King's Foundation (KF) each month.

It is expected that standard expenses incurred in the delivery of the contracted role will be covered within the monthly fee. Any expenses, including those specifically for Foundation related activities for which the contractor would be expecting reimbursement must be approved by the Senior Education Manager prior to expenditure being incurred.

Other:

- This role is dependent on partnership funding.
- This post can be Remote based or based at one of The King's Foundation Education Centres (Scotland/England) with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week, Monday to Friday.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 9th May 2025