

ADVERTISEMENT

Organisation: ICOMOS-UK is a small membership organisation established in 1965 with Charitable Incorporated Organisation (CIO) status

Position: *General Secretary* of ICOMOS-UK (executive position)

Minimum: 2 days per week

This is currently a part-time un-paid executive (equivalent to a CEO) role with reasonable expenses for out of the office work. It is an ideal opportunity for anyone who wishes to work as part of an international organisation and bring international heritage conservation ideas and knowledge and practice to the UK. It could suit someone who has part-time availability or has recently retired and wishes to retain an active involvement in the heritage sector within an international dimension. Experience of working in sectors relating to the historic/built environment and/or culture and heritage would be desirable. Experience in managing the development and delivery of governance, policy and operations for a small or medium sized organisation or as part of a larger organisation would be essential. We envisage that an increase in membership which ICOMOS-UK is working towards may generate funding to make the role paid in the future.

The Secretary reports to the President and manages a member of staff (part-time paid staff member) and volunteers who undertake work intermittently.

We are expecting to fill this post by the beginning of July 2024 and would be happy to arrange an informal chat with ICOMOS-UK's President about the role, on request.

Application process: closing date for the application is 17th May 2024. Candidates should send a CV, no longer than 2/3 pages, setting out why they wish to apply for the post and all relevant skills, knowledge and experience that support the application. Interviews are scheduled during first week in June 2024. The successful candidate will be notified soon after the interview date. All enquiries about the post and completed applications must be sent to: admin@icomos-uk.org

Job Description

Background

What is ICOMOS?

The International Council on Monuments and Sites (ICOMOS) was set up in 1965 and is a non-governmental international organisation dedicated to the conservation of the world's monuments and sites. With around 11,000 individual members active in over 150 countries and a network of 130 National committees (similar to the one in the UK) spread across the world, ICOMOS is one of the most highly regarded conservation organisations in the world. ([link -icomos.org](http://www.icomos.org)). Its 31 International Scientific Committees made up of heritage conservation specialists from across the globe are responsible for developing charters, principles and guidelines on conservation and management of cultural sites. It is one the three advisers to the UNESCO's World Heritage Committee on cultural World Heritage properties (the other two being IUCN (International Union for the Conservation of Nature) and ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property)).

What is ICOMOS-UK?

ICOMOS-UK is one of the 130 national committees of ICOMOS. It is an independent charity, set up in 1965. We have an active membership of individuals and institutions who come from a wide range of backgrounds in the UK and worldwide. As a national committee based in the UK, ICOMOS-UK promotes appreciation and understanding of our built environment and landscape associated with it and UK's diverse intangible cultural heritage. It mirrors the structure of the international body. We have a UK board, a small Secretariat comprising an Operational Manager (OM) and a General Secretary. There are eight scientific committees which report to the Board. Our focus is on providing advice on good practice through the dissemination of ICOMOS's international Charters, Principles and Guidelines and regular national and international events (conferences, lectures, panel discussions etc). We are also the only independent adviser on the implementation of 1972 World Heritage Convention and its Operational Guidelines to the UK Government and the 33 World Heritage sites situated across the UK. The Board and the eight scientific committees collaborate with the heritage, arts and education sectors in the UK and internationally in developing new thinking and making ICOMOS's international standards relevant to the national context. <https://icomos-uk.org/>.

The role of the General Secretary at ICOMOS-UK

The role of the General Secretary of ICOMOS-UK (equivalent to a CEO of a small organisation) is to take responsibility for the day-to-day function of the Charitable Incorporated Organisation (CIO), to manage the secretariat (including the Operational Manager and volunteer staff), to support the work of the President and Executive

Committee, and to oversee the national and international activities of ICOMOS-UK. The General Secretary will report to the President.

The organisation has been through a review and has been implementing its revised vision to increase ICOMOS-UK's membership, (which currently stands at 470-500), and raise the organisation's profile. We are a broad church and our members come from a variety of background and includes architects, archaeologists, geographers, engineers, project managers, curators, planners, carpenters, specialists in intangible cultural customs and traditions etc. Unlike many heritage organisations which were forced to close down during the pandemic, we were fortunate to retain our members throughout the lockdown and since which demonstrates the loyalty and support we already garner from our members. The General Secretary would work with the membership committee in sustaining this trend and identify new ideas to retain existing members and recruit new ones.

Main Duties / Key Responsibilities

1. To support the President and Executive Committee in the delivery of the work of ICOMOS-UK.
2. To develop, co-ordinate and present **policy**, as agreed with the Executive Committee.
3. To co-ordinate and **manage** the secretariat function of ICOMOS-UK including the Office Manager. To oversee the governance arrangements for ICOMOS-UK.
4. To work with the Treasurer on the **budget**, income generation and expenditure for ICOMOS-UK, including support for fund-raising activities and applications.
5. To help drive the recruitment and support of members of ICOMOS-UK.
6. To help coordinate and promote **events** supporting and disseminating the work of ICOMOS-UK.
7. To coordinate, promote and report on the activities of ICOMOS-UK committees to the membership, stakeholders and potential interest groups; to work with the committees on the implementation of their recommendations.
8. The post holder will be the secretary of the International Monuments Trust (IMT), convene meetings, take minutes and organise the transfer of payments.

Person Specification

You will have or develop:

- strong drive and initiative
- strong commitment to diversity and inclusion in all tasks
- experience in using your own judgement
- familiarity in reporting to and taking direction from the President and Executive Committee.

Knowledge, Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	Degree / equivalent professional qualifications <i>or</i> significant relevant vocational experience, demonstrating development through involvement in progressively more demanding roles.	Degree in area relevant to the work of ICOMOS.

Knowledge	Good working knowledge of conservation and management of cultural heritage.	Experience of working with international cultural heritage (e.g. World Heritage properties)
Experience	Experience in project management and bringing projects to a successful completion.	Experience in working as an advisor in cultural heritage. Experience in managing staff / a small team. Experience in reporting to a Board. Experience in fund raising. An understanding of governance processes.
Skills	Excellent analytical, written and communication skills and a high level of attention to detail, with the ability to influence and persuade colleagues through trusted guidance and advice. Self-motivated and capable of working effectively under pressure.	

Competency Framework

Building Relationships	Proactively engage with members, Executive Committee and those whose work intersects with the interests of ICOMOS. Seek opportunities to promote the work of ICOMOS-UK.
Communication	Presenting the work of ICOMOS-UK to a range of stakeholders, from local through to international. Working with a range of experts from across ICOMOS.
Negotiation	Influence stakeholders and gain buy-in for the work of ICOMOS.
Leading & Managing	Manage the day-to-day workload of the secretariat. Develop projects to specifications agreed by the Executive Committee. Support and encourage work placements / interns / volunteers in ICOMOS.

Dimensions

- Understanding of the work of ICOMOS, using knowledge and experience to proactively engage with Executive Committee and stakeholders.
- Supporting and undertaking work and providing reports to President and Executive Committee.
- Acting as a champion for ICOMOS's work.