Job description – Collections Conservation Assistant – London (12 Month FTC)

Grade:	E
Salary:	Standard Terms, National Pay Range £24,852 -£26,326 (Pay ranges for work locations in Greater London or Hot Spots will be approximately 5% higher than the National pay range. Pay ranges for Inner London are 10% higher than the National pay range. Pay ranges for those on TUPE terms will be approximately 6.8% lower than the equivalent Standard Terms pay range.)
Reports to:	Collections Conservator - London
Location:	Kenwood House
Responsible for:	N/A

Everyone's welcome

Everyone is welcome at English Heritage. We are passionate about ensuring we are an organisation where everyone is valued, respected and supported for their unique contributions, this is why we put Equality, Diversity and Inclusion at the heart of how we innovate, inspire and involve the diverse communities we serve. We all work together to build an inclusive culture that encourages the diverse voices of our people.

Who we are

Heritage is for everybody, and we are here for heritage. With your help, we can share England's historic sites, objects and stories with millions more people for generations to come.

No matter what you do or where you do it, by joining us you'll be playing a vital role in looking after some of the greatest places in England so that they can be enjoyed today and for generations to come. You'll find it's a workplace like no other – taking you behind the scenes of these extraordinary sites and supporting you to share your ideas, inspire others and make a difference.

Where you'll be working

You will be based at Kenwood House with weekly travel to Eltham Palace and occasional travel to other sites within Greater London.

What you'll achieve with us

You will plan and undertaken collections care activities in historic properties and stores in London working with the Collections Conservator. You will focus on the care of collections at Kenwood House and Eltham Palace but will occasionally be asked to assist at other sites across London.

What you'll be doing as part of the team

1. You will be responsible for conservation cleaning of historic artefacts and interiors. This will involve the planning and completion of conservation cleaning schedules, which outline cleaning methods and frequency for each site that houses a collection (including storage areas) as well as undertaking many of the conservation cleaning tasks. This may require working at height and in confined spaces. You will also ensure that equipment is regularly maintained and serviced as required and supplies restocked.

2. You will be responsible for checking and downloading environmental data and with the maintenance of environmental loggers, sensors and control equipment as well as planning and undertaking the regeneration and replacement of silica gel used in showcases and stores.

3. You will be responsible for insect pest monitoring at sites with vulnerable collections.

4. You will also undertake other preventive conservation work as required including; responding to emergencies and ensuring emergency salvage kits are kept stocked, installing protection and supervision during hospitality, filming, events and building work and representation projects working with the Collections Conservator.

5. You will establish and develop conservation cleaning volunteer roles, including recruitment, training and management of volunteers.

6. You will assist with the packing and moving of collections when required as well as undertaking repacking projects in our stores working with the Collections Managers and Collection Curators. This may require use of mechanical lifting aids and other equipment.

7. You will develop and maintain excellent working relationships with colleagues responsible for the operation of historic properties, curation of collections and building maintenance; as well as contractors and local stakeholders to encourage and ensure good standards of collections care.

8. You will provide basic collections care training and support to site staff and assist the Collections Conservator with more advanced training, as well as providing on- going support through visits and over the phone.

9. You will contribute to ensuring the security of our sites, objects on display in showcases and our stores through helping collections managers, curators, conservators and site teams to ensure showcases, rooms and buildings are locked, secure and alarmed.

10. You will ensure all English Heritage health and safety policies and procedures are always followed. This will include keeping and updating records of equipment maintenance and documentation relevant to COSHH regulations as well as completing training required.

11. From time to time you may be required to assist with conservation activities at sites elsewhere in the country.

Occasionally we may need to review a job description to incorporate any changes or other duties needed for the role as identified by the line manager.

We're flexible

We are dedicated to the wellbeing of our employees and will actively support you to find the balance which enables you to thrive. We have flexible working policies, we recognise that people might have different needs to enable themselves to work at their best and balance both their life and work. We are happy to talk about how best we can accommodate your needs.

We're Disability Confident

We are positive about disability, committed to providing equality of opportunity and are proud to be part of the Disability Confidence Scheme, so if you have a disability, we would be happy to discuss reasonable adjustments that you might need, either as part of the application process, or the job itself.

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Who we're looking for

Essential experience
• Experience of undertaking conservation cleaning/housekeeping work of historic collections and interiors in a historic house or museum setting. • Experience of packing and handling historic artefacts • Experience of working and managing volunteers • Awareness of collections care activities including insect pest management and environmental monitoring
Essential skills / Knowledge / Qualifications
• Excellent manual dexterity/craft skills with a patient but efficient approach to completing tasks. • Keen attention to detail • Able to lift and carry objects and equipment, work at height, underground and in confined spaces • Good organizational skills, including the ability to manage one's own time to • ensure tasks are completed on schedule, • ICT competency – use of MS Office Suite as well as aptitude to use specialist environmental monitoring software • An awareness of Health and Safety legislation and how this applies in a heritage setting, including awareness of potential hazards in collections.
Essential behaviours
• English Heritage core behaviours, which are: - Collaboration - Innovation - Empowerment • Good people and communication skills. • Able to influence, motivate and support site staff and volunteers • Able to use initiative to work alone or as part of a team. Being flexible and adaptable to changing needs as they arise.
Additional circumstance to consider
We are happy to discuss this in more detail to support your work-life balance. Travel to sites across London is required, with occasional visits to sites further afield. Occasional overnight stays away from home may also be required.

disability confident COMMITTED

This role will require a DBS check.

Working hours depending on the site can involve an early start to allow for time before the site opens to complete collections care tasks.