



THE INSTITUTE OF CONSERVATION

Job Description

Job title:	Professional Development Officer
Location:	Icon office London
Responsible to:	Training & Development Manager
Hours:	Part-time, 21 hours per week
Salary:	£25,000 3 days per week pro rata to £15,000 plus 6% pension contribution
Term:	Permanent
Closing Date:	3rd November 2020, 11pm
Interview Date:	25th November 2020

Who we are

The Institute of Conservation is the professional body representing and supporting the practice and profession of conservation. Icon champions excellence in conservation and promotes the value of caring for heritage. Members are supported through skills development, networking opportunities, advocacy, education and training. We are the authoritative source of information on conservation practice, policy and the profession.

Please visit <https://icon.org.uk/about-us/what-is-icon>

What we do

Icon represents the interests of conservation to decision makers on issues that affect cultural heritage, from skills to education to funding. We want everyone to see how cultural heritage helps understand our past, present and future, which is why we do our best to celebrate and share the impact of conservation.

Icon welcomes everyone with a passion for cultural heritage and helps members create a deeper connection to their interests. Our programme of events, and easy access to support and information, maintains and drives excellence in the profession.

Our mission is to support:

- Advocacy – through influencing our partners
- Excellence – through building knowledge, high standards and valuing the profession
- Engagement – through encouraging public awareness and participation

We place great importance on our values so we will:

- **Work with integrity:** We are open and honest and do what we believe is best for our shared cultural heritage, the public and our members.
- **Be inclusive:** We value diversity and ensure that opportunities are open to all those who want to care for our heritage.
- **Be forward-looking and outward-looking:** We keep our eyes on the horizon and on the world around us
- **Be ambitious:** Both for our organisation and the things we believe in

- **Be collaborative and generous:** We work with our members and partners to share learning and achieve the best results together
- **Uphold high standards:** We value, support and promote the expertise and professionalism of our members and partners

For more information, please visit www.icon.org.uk

Overall purpose of the job:

You will be part of Icon's Professional Development Team committed to building on Icon's achievements in standards development, education and training. Activities include the administration of Icon's Accreditation framework, the Continuing Professional Development (CPD) review process, the Pathway and the Mentoring scheme. By assisting the Training & Development Manager (TDM) you will also be involved with the promotion of Icon's professional standards, as well as the professional development of members and others involved in the care of cultural heritage.

For more information about Icon Accreditation see <https://icon.org.uk/accreditation>
 For more information about Icon's Professional Development (PD) activities see <https://icon.org.uk/training>

Main duties and responsibilities:

1. Manage the administration of Icon's accreditation process including the coordination of the Pathway membership annual review and the annual CPD review process.
 Coordinate and minute the annual review meetings for the Accreditation Committee, Assessors, Mentors and CPD Readers.
 Assist in the marketing of Pathway and Icon Accreditation to prospective applicants.
 Handle Icon Accreditation and professional development enquiries.
 Act as general advocate for Icon Accreditation.
2. Coordination of Icon Mentoring programme; working with member volunteers.
3. Support the development and organisation of Icon's annual programme of professional development events. Liaise with Icon's Groups and Networks to develop a coordinated approach for organising events.
4. Managing members' professional development records on Icon's database to ensure they are accurate and up to date.
5. Update professional development guidance documents to ensure accuracy and relevance, as directed.
6. Collating materials for regular internal and external communications to promote PD activities.
7. Develop and maintain excellent working relationships with colleagues and volunteers across the organisation.

8. Undertake any other responsibilities that may be reasonably requested by the Chief Executive and/or the Head of Professional Development.

General requirements:

Annual objectives will be set for this role which will be used to monitor and evaluate performance within the appraisal system.

In common with all staff you have a responsibility for your own personal and professional development and training, and for drawing attention to your training needs and those of colleagues that you work with.

Person specification	
Training, experience, and qualifications	
<p>Essential:</p> <ul style="list-style-type: none"> ● Track record of coordinating projects and activities including events ● Track record of efficiently administering personnel/membership data 	<p>Desirable:</p> <ul style="list-style-type: none"> ● Experience of working for a charity ● Experience in a heritage-based organization ● A recognised qualification in administration e.g. NVQ level 3 or equivalent
Knowledge and skills	
<p>Essential:</p> <ul style="list-style-type: none"> ● Ability to gather, structure and present information clearly and concisely ● Coordination of multiple tasks ● Basic financial reporting skills ● Ability to use office IT applications, particularly spreadsheets, databases, word processing and website applications 	<p>Desirable:</p> <ul style="list-style-type: none"> ● An understanding of CPD and mentoring ● An understanding of professional training and standards i.e. professional accreditation ● Knowledge of the Conservation sector ● Able to write for public audiences
Interpersonal skills	
<p>Essential:</p> <ul style="list-style-type: none"> ● Strong communication (oral and written) skills ● Diplomacy and discretion ● Ability to work closely and collaboratively with a range of colleagues, including volunteers ● Willingness to work effectively and constructively as part of a small team and to alter patterns of working to meet organisational needs ● Flexibility and willingness to develop 	<p>Desirable:</p>

Other	
Essential: To be able to undertake occasional travel to attend meetings in the UK To be able to attend occasional events and other functions held in the UK	Desirable:

Updated 21 September 2020