



## European Association of Historic Towns and Regions

Heritage Europe is a network organisation representing over 1000 historic towns, cities and regions in 32 European countries. We seek to identify and share good practice in the sustainable regeneration and management of historic places. For further information visit [www.historic-towns.org](http://www.historic-towns.org)

### European Projects Officer

We are looking for an experienced urban planner, cultural heritage professional or local authority policy officer with experience of working on cultural heritage and urban regeneration projects in historic urban areas. You will:

- Work on one or more partnership projects dealing with sustainable regeneration of historic urban areas in various European Countries
- Liaise with network and project partners, help organise and lead project meetings, workshops and conferences and have excellent communication skills
- Organise the production and dissemination of Heritage Europe and project documents, newsletters and brochures
- Help manage Heritage Europe/project websites, associated social media and work with the office administrator to establish and maintain databases, financial records and prepare project financial reports

The post is based in Norwich, is offered on a part time (2-3 days per week) basis and will involve some international travel. You will be expected to work partly from home and partly from our office base in The Forum in Norwich city centre. The post is offered on a time limited contract of at least 2 years. Pay will depend on qualifications and experience. Job share is possible.

Please send your CV setting out relevant skills and experience with a covering email clearly stating the job you are applying for to:- [bsmith@historic-towns.org](mailto:bsmith@historic-towns.org) Deadline for CVs: Monday 30<sup>th</sup> May 2022



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### Administrator

We are looking for a general administrator to support the efficient running of Heritage Europe. You will need to be proficient in the usual range of office technologies including the Microsoft Office Suite, online communication platforms including Microsoft Teams and Zoom and ideally have experience of web tools such as Wordpress. You will:

- Help establish and maintain databases, filing systems and financial and membership records
- Support the preparation of funding bids, budgeting and financial management, help organise meetings and workshops and deal with overseas travel arrangements.
- Liaise with network and project partners and have good communication skills
- Develop and maintain a social media presence for the organisation and help keep the organisation's website and associated project websites up to date

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