**Job Description & Person Specification**

**Interpretation Trainee**

**1. Post Details**

**Post Title:** Interpretation Trainee

**Post Reports to:** Interpretation Officer

**Location:** Harbour Station, Porthmadog;Boston Lodge Engineering Works

**Hours of work:** 40 hours per week, usually Monday to Friday as required.

**Duration:** 2 years

**Rate of pay:** £19,094 per annum for under 23s or £19,760 per annum for 23 and over

**Notes:** This post may require occasional weekend working.

This post is not suitable for home working.

This post is not suitable for part time / job share

1. **Purpose of Job:**

The Post Holder will undertake a traineeship working with the Visitor Experience Manager and the Interpretation Officer to support the delivery phase of the interpretation strand of the Interpretation and Boston Lodge Project. They will coordinate volunteers, including volunteer administration and database management, working with the volunteers to develop and collate interpretation content for the railway and for Boston Lodge Works. The trainee will also be supported through a programme of training and development.

1. **Principal Accountabilities:**
2. Develop an understanding of all areas of heritage interpretation and strategic communication;
3. Undertake heritage research as required;
4. Work with the Interpretation Officer and the Interpretation Consultants to develop and deliver new interpretation at Boston Lodge Works and across FfWHR locations;
5. Assist with content development and creation to include:
   * 1. Interpretive writing;
     2. Writing and implementing an Interpretation Plan;
     3. Developing Interpretive Themes.
6. Develop storytelling skills, both written and oral;
7. Understand the need for and assist with the development of bilingual interpretation, either in-house or by utilising external services;
8. Assist the Interpretation Officer to organise interpretation assets – i.e. recordings, images and copy – for ease of use in interpretive media outputs;
9. Assist with and develop skills in exhibition design;
10. Develop an understanding of and assist with all areas of interpretation management, including events, tours and hands-on engagement activities;
11. Develop an understanding of basic time and project management through practical application;
12. Develop an understanding of how to coordinate and manage a team of volunteers by assisting the Interpretation Officer to recruit, train and organise a team of Interpretation Volunteers to undertake the following roles:
    * 1. Archive Research;
      2. Story Collection;
      3. Exhibitions;
      4. Tour Development;
      5. Tour Guides.
13. Develop digital marketing skills working with the Interpretation Officer and the Marketing Team;
14. Develop an understanding of both traditional and digital archiving methods through practical application;
15. Be part of the FR team involved with the Slate Landscapes of North Wales UNESCO project, and network with the other organisations involved in that project;
16. Develop an understanding of project evaluation by working with the NLHF project evaluation consultants in undertaking appropriate evaluation of interpretation activities;
17. Other work as required.
18. **Job Context:**

The post holder will be managed on a day to day basis by the Interpretation Officer. The Work Placement Officer will oversee the Training Programme (including regular meetings, mentoring and shadowing opportunities), and provide pastoral support. Mentoring will be provided by our Interpretation Consultants, The Creative Core.

1. **Experience, Knowledge, Qualification and Training:**
   1. Educated to degree level in a relevant field;
   2. Genuine interest in heritage interpretation;
   3. Strong organizational skills;
   4. Ability to plan and research effectively and independently;
   5. Ability to handle changing situations;
   6. High levels of literacy and numeracy;
   7. Good IT Skills in Word, Excel (essential) and design software (desirable);
   8. Excellent and effective communication skills (written and oral);
   9. Outgoing personality;
   10. The ability to communicate in Welsh is highly desirable.