



Society of Antiquaries  
of **Scotland**



## Finding Futures for Scotland's Churches - Community Officer

### Job Description

The Society of Antiquaries of Scotland is looking to hire a new member of staff to help co-ordinate and deliver the Finding Futures for Scotland's Churches project.

Working closely with Scotland's Churches Trust, this role will assist the Research Officer to work with communities to collate existing country-wide information on both the heritage and community value of Scotland's churches. The role will help identify knowledge and data gaps, carry out heritage surveys and engage community-representative groups to undertake a community value assessment applying the University of Stirling's Social Value Toolkit. It will also involve supporting the set up and administration of a network of key stakeholders.

**Role:** Community Officer - part-time (3 days a week), fixed term for two years.

**Salary:** £29,200 per annum pro-rata.

**Pension:** 10% pension contribution by the employer.

**Hours:** 22.5 hours (three days) per week with flexible daytime working hours Monday–Friday, and an occasional requirement to assist at evening or weekend events with time of in lieu (TOIL) given for overtime provided.

**Location:** All staff are required to work from the Society's office at the National Museum of Scotland in Edinburgh for at least 40% of their working week. Employees starting in a new role will be required to work from the office more regularly in the first few weeks.

**Reports to:** Research Officer for the Finding Futures for Scotland's Churches project

**Probation:** There will be a probationary period during which time your skills and suitability for the post will be assessed.

## Main Responsibilities

- Works closely with the Research Officer and supports the Head of Research and respective Directors of Scotland's Churches Trust and the Society of Antiquaries of Scotland in project delivery
- Assists with the rapid needs assessment of the heritage assets of Scotland's church buildings, including both desk-based and proactive survey
- Works with at least ten community groups to undertake heritage survey using the Recording Churches Project
- Works with at least ten community-representative organisations to undertake community value surveys using the University of Stirling's Social Value Toolkit methodology
- Provides the first point of contact for communities and develop a 'community support hub' to provide heritage advice and support for communities where churches are at risk of closure
- Supports the project promotion and communications (e.g. the production of e-newsletters, social media content and emails)
- Inputs data and maintains the project database to store and share information
- Supports the work of the Finding Futures for Scotland's Churches Action Group by providing administrative support
- Assists with the organisation of a symposium, workshops, and other project events as required

## Person Specification

### *Requirements - essential*

- Knowledge of the heritage sector
- Experience of working on community engagement projects
- Excellent organisational ability, including the ability to work on multiple priorities
- Ability to travel and work flexibly, including weekend and out-of-ours work on occasion
- Familiarity with website editing (WordPress) and content creation
- Excellent computer skills, including the use of MS Office 365 and open to learning new digital skills

- Demonstrable ability to communicate effectively with a variety of stakeholder groups, both verbally and in writing
- Strong team player with capacity to complete projects both collaboratively and independently

#### *Requirements - desirable*

- Experience, education or training in some aspect of ecclesiastical heritage
- Familiarity with databases
- Experience of working on projects with multiple stakeholders
- Experience of event management
- Proactive approach to problem-solving

## How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meet the requirements (covering letter to be no more than two sides of A4) by the closing date to the Head of Research, Dr Helen Spencer FSAScot, at [helen@socantscot.org](mailto:helen@socantscot.org).

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom on **Thursday 24th July 2025**. Reasonable travel expenses can be claimed.

Applicants who are not shortlisted will be informed but unfortunately, no detailed feedback will be possible.

The Society of Antiquaries of Scotland is dedicated to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Please help us by filling in the Equalities Monitoring Form, a link will be emailed to you with receipt of your application. Filling in this form is voluntary and the results are anonymous and are not used in the recruitment process.

**Closing date:** 11:59 PM Sunday 13 July 2025

## Further Information

For more information on the project please visit [the Finding Futures for Scotland's Churches webpage](#) on the Society website.

For further information on the post please contact the Head of Research, Dr Helen Spencer FSAScot, at [helen@socantscot.org](mailto:helen@socantscot.org)

## About the Society of Antiquaries of Scotland

### Our Vision

Scotland's past is for everyone to research, share, enjoy and protect, home and abroad.

### Our Mission

The Society of Antiquaries of Scotland is a heritage charity with global membership providing expertise, support and resources to enhance and promote the understanding and enjoyment of Scotland's past. It empowers and facilitates research and innovation, advocating as an independent voice for heritage, and sharing knowledge of the past to everyone.

### Our Values

- Collaboration: We collaborate with other organisations, using our independent voice for Scotland's past to act as a focal point for its diverse strands
- Opportunity and transparency: We affirm that everyone should be able to access, participate in and enjoy Scotland's past and support transparency in all decision-making relating to Scotland's heritage
- Research excellence: We support high quality study of all aspects of Scotland's past, even those that might be considered contentious or uncomfortable
- Equality: We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone and are committed to working towards equality and accessibility in the Scottish heritage sector and beyond

Read more about our purpose and how our values guide this in the Society's [Strategic Plan](#).

### What We Do

We were established over 240 years ago and actively support the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, to this day we continue to promote understanding and conservation of Scotland's cultural heritage for the benefit of all. Nowadays we are an independent charity.

We stimulate discussion and collaboration, and support research and publication, to bring Scotland's past to everyone. We are increasingly involved

in helping to interpret the past for a modern audience, highlighting how it is relevant today. We can connect people to Scotland's past, supporting work which reviews, researches and explains all dimensions of our past, including aspects which could be considered to be controversial or uncomfortable. We provide expert knowledge, freely and accessibly, to encourage everyone to understand, value and care for Scotland's unique heritage.

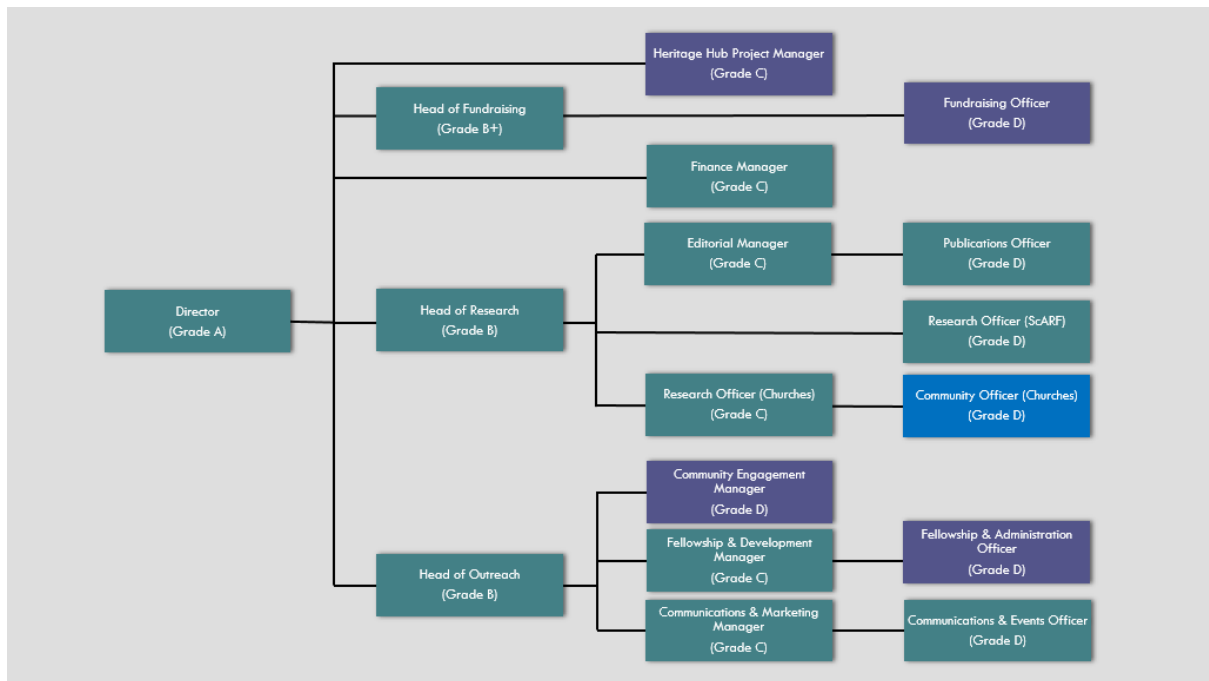
## Working For the Society

The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability.

We encourage applications from all backgrounds and encourage all interested individuals to apply. Applications are particularly welcome from people from Black, Asian and minority ethnic communities who are currently under-represented in our team. We are happy to explore different ways of working, secondments and alternative arrangements.

Being an employee of the Society provides a series of benefits, including:

- Pension: 10% employer contribution
- Annual Leave: 38 days paid holiday per year which includes all normal bank holidays
- Supportive policies: To ensure a balanced work and personal life, the Society allows home working for up to 60% of a working week and a wellbeing benefit of up to 30 minutes per day for exercise
- Training and Development: the Society is committed to ensuring learning opportunities for employees to develop. In addition to Continuous Professional Development (CPD) and training, the Society offers the potential of research leave and covers the cost of [Fellowship of the Society](#) (subject to election)



Society staffing: purple backgrounds are still to be recruited, blue is advertised post

## About Our Project Partner

### Scotland's Churches Trust

[Scotland's Churches Trust](#) is a built heritage charity (SCO43105) that was formed in 2012, following the amalgamation of the Scottish Churches Architectural Heritage Trust and Scotland's Churches Scheme.

It is dedicated to the preservation, protection and promotion of Scotland's religious built heritage, in all its many forms. It provides support and advice to and advocacy on behalf of Scotland's churches and seeks to ensure a sustainable future for these buildings while fostering a deeper public appreciation of their cultural significance.

It also recently developed an award-winning rapid church recording methodology in response to the ongoing closure crisis.

## About the Project Funders

### Pilgrim Trust

The role, as part of the Finding Futures for Scotland's Churches project, is supported by the Pilgrim Trust. The Pilgrim Trust are an independent charitable trust that was set up in 1930 to support the urgent and future needs of the UK. Over the decades, they've supported a wide range of causes, adapting to the changing circumstances and needs in the UK.

They give around £3 million in grants each year to charities and other public bodies that focus on preserving the UK's heritage or bringing about social change. Their aims are to improve the life chances of the most vulnerable and preserve the best of our past for the public to enjoy.

# Pilgrim Trust

### The National Lottery Heritage Fund

Finding Futures for Scotland's Churches is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, this project will provide a rapid assessment and of the heritage assets of churches, prioritising those at risk of closure. The project will create a comprehensive framework of information to help prioritise significant heritage at risk, and mobilise and support individuals, communities and organisations to find sustainable uses for Scotland's church buildings.

