JOB DESCRIPTION
Conservation (Palaeontology) Officer
Jurassic Coast Trust

CONTRACT: Permanent

WORKING HOURS: Full time (35 hours/week) but part-time / flexible working subject to negotiation. Some out of hours working, including weekends, may be required.

ACCOUNTABLE TO: Head of Heritage and Conservation

LOCATION: Office in Bridport, Dorset. Travel across the Jurassic Coast region will be required. Occasional national travel.

About the Jurassic Coast Trust:

Our vision for this extraordinary UNESCO World Heritage coastline, the Jurassic Coast, is that everyone understands and loves it, understands the need for its conservation and can play a role in looking after it.

The Trust believes that the Jurassic Coast is best safeguarded by the people and communities that live, play and work here.

We work to inspire and nurture a sense of shared ownership from these communities to ensure that England's only natural World Heritage Site is enjoyed, supported and safeguarded by everyone.

We work in partnership with our stakeholders, seeking to ensure that all visitors, be they local residents or one-off tourists, has the best possible experience of the World Heritage Site.

Role Outline:

The main tasks for the role are:

- Provide support, expertise and advice to stakeholders and deliver our core conservation responsibilities for the World Heritage Site.
- Alongside the Head of Heritage and Conservation, lead and deliver the development of the Jurassic Coast Collection project through collaboration with museums and collectors
  - Create and deliver innovative and engaging content for digital and offline engagement.
  - Develop collaborative outputs relating to research, support for local museums, specimen acquisitions, and public engagement.
- Provide palaeontological advice and support to local museums and heritage partners on request
- Alongside the wider team, plan, create and deliver a programme of Jurassic Coast Trust digital assets and events
- Undertake continued maintenance of the existing fossil finder database, checking for errors, making corrections and adding new material as required

**Detailed responsibilities:**

**Collaborative outputs**

- Develop and maintain good relationships with key Site stakeholders, museums, collectors, institutions and potential funders
- Identify privately held specimens that are priorities for acquisition along with estimated costs
- Agree any specific needs to support museum capacity in, for example, individual specimen conservation and general fossil collection documentation
- Identify and agree specimens that are suitable and available for inter-museum loans, temporary exhibitions or permanent display within the museum network and wider heritage partners in order to make overall improvements to the public accessibility of Jurassic Coast fossils
- Continue to respond to gaps and bias in the inventory in order to flag any additional needs in terms of targeted research or collection
- Develop a research programme in partnership with research institutions that will help strengthen our understanding of the value of the Jurassic Coast Collection and the Site’s palaeontological Outstanding Universal Value
- Help identify funding sources that could support the sustainability of the overall project.

**Inventory of fossils**

- Continue to incorporate relevant specimens into the inventory using the Jurassic Coast Collection significance assessment process.
- When needed, arrange visits to museums and private collections to gather specimen data
- Follow appropriate GDPR processes at all times when handling data in relation to fossil specimens and collections.

**Interpretation and Engagement**

- Draw on the statement of significance in order to create an interpretation and engagement tools for the Jurassic Coast Collection, linking it to the ‘Walk Through Time’ of the history of the Site and contemporary issues such as climate change and mass extinction
- Develop digital engagement to show case the Jurassic Coast Collection and contribute into other JCT projects which align to the Jurassic Coast Collection.
- Review individual museum and visitor centre needs, aspirations and importantly capacity, towards involvement in Jurassic Coast Collection interpretation and engagement
- Develop a programme of partner exhibitions of Jurassic Coast Collection fossils to represent individual slices of the story i.e. the importance of an individual ‘pearl’ or
segment of the WHS or to illustrate a specific issue e.g. evolution, mass extinction etc.

- In collaboration with the string of pearls, develop a core programme of outreach events and digital tools to be run at each individual organisation around a component of the Jurassic Coast Collection.
- Contribute to engagement materials including member’s newsletters, partnership communications, website content and social media messaging
- Assist with delivery of the events programme, including leading some events, providing content and narrative. This may be informal learning and well as entertainment to a wide-ranging audience.
- Assist in training Jurassic Coast Ambassadors and other volunteers, delivering AQA units as well as informal training and walks/talks to deepen Site knowledge.
- Scope the option of restructuring of the Fossil Finder Database to become a digital platform for the Jurassic Coast Collection and a future dispersed museum

**Education and Research**

- Build relationships with universities, professional and research bodies to facilitate further research on the Jurassic Coast Collection
- Create partnerships to further the work of the collection and develop into nationwide and international project, attracting funding from commercial and grant bodies.
- Provide information and input to writing of bids for funding for new and existing projects which showcase the Jurassic Coast Collection.

**Data management**

- Undertake project management activities which will include maintaining, monitoring communicating and reporting progress relating to the project and its outcomes.
- Collate data sets on designated sites that relate to the protection of the World Heritage Site
- Manage digital resources relating to the aims of the conservation and heritage work programme (photography, digitisation, research publications etc.), ensuring all resources are GDPR compliant
- Maintaining existing records, ensuring GDPR compliance.

**Other**

- Working alongside the JCT team to promote the conservation and protection work of the Trust. Representing the Trust at events, presentations and meetings to promote the wider scope of our work.
- Deputising for the Head of Heritage and Conservation where appropriate
- Ensuring continued professional development; an awareness of developments, research and networks which influence the work of the Trust, building a rounded knowledge of conservation issues and contacts along the World Heritage Site.
- Undertake any other duties that may reasonably be required in line with your main role and responsibilities.

**Equal Opportunities at the Jurassic Coast Trust**
• JCT is committed to being an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

• We will take steps within our power, and within the resources which can be made available to meet this responsibility. In particular:

  o Job advertisements which demonstrate our declaration that we aim to be an equal-opportunities employer;

  o Records will be maintained as a means of monitoring our policy and as a means of identifying possible areas of inequality;

  o Our policies will be regularly reviewed;

  o Selection, recruitment, training and promotion practices and procedures will be reviewed to ensure that individuals are treated on the basis of their relevant merits;

  o All employees will be made fully aware of their responsibilities towards the promotion of this policy;

  o All procedural documents (for example: grievance, discipline) will be reviewed to ensure compliance with the spirit and intention of the policy.