Chalk, Cherries and Chairs
Central Chilterns Landscape Partnership Scheme

COMMUNITY HERITAGE OFFICER
JOB INFORMATION PACK

Photo credits: Allen Beechey, Stuart King, John Morris, Gerry Whitlow
About us

Rolling chalk hills, magnificent ancient woodland, rare wildlife, picturesque villages nestled in tranquil valleys criss-crossed by a network of ancient routeways - it’s no surprise the Chilterns is protected in law as one of the finest landscapes in the United Kingdom.

The Chilterns was designated as an AONB in 1965, and in 2004 the Chilterns Conservation Board (CCB) was set up to conserve and enhance the special qualities of the area.

Yet the AONB’s location—on the doorstep of London and other rapidly-growing urban areas—means this important landscape is under huge environmental and development pressure, not least housing and transport infrastructure growth.

The CCB has a small core team based in Chinnor, South Oxfordshire. We work with a wide range of people and organisations to care for and protect the area, and to encourage others to enjoy and learn about it. Partnership working is key to what we do and how we achieve our objectives.

To find out more about the structure and work of the CCB, please visit www.chilternsaonb.org.

The CCB is in the process of creating a 5 yearly Management Plan for the Chilterns. You can read a copy of the draft plan here.
About Chalk, Cherries and Chairs (CCC) is an exciting new partnership Scheme led by the Chilterns Conservation Board. The five-year Scheme has been awarded a National Lottery (Heritage Lottery Fund) grant of £2.4m and will deliver a suite of projects across three key themes: Wildlife & Landscape, Heritage & Landscape and People, Communities & Landscape.

Further supported by a wide range of partners and funders, Chalk, Cherries and Chairs is the most ambitious landscape scale Scheme in the Chilterns to date.

The Scheme aims to leave a legacy of improved conservation and land management, partnership working and community engagement. Volunteering, learning, digital media and providing small grants to encourage community initiatives, will run across all the projects of the Scheme.

The partnership includes a wide range of organisations – ranging from UK-wide charities to local community groups.

The partnership has designed projects to help address the real and immediate challenges facing the Chilterns – HS2, ancient woodland being sold off, wildlife habitats fragmented through development, traditional orchards and hedgerows disappearing. We’ve developed landscape-scale conservation projects which directly tackle the loss of habitat connectivity. These projects will create, restore and link existing wildlife habitats, develop wildlife-rich corridors and stepping stones which help nature to flourish.

But physical conservation and protection is only one part of this story. We need to inspire a new generation of people to care for and take action for our precious landscape. That’s why our projects include collaborative, community-focused projects and events, working with parish councils, community environment groups, special interest groups and wildlife charities. Many of these projects have a strong emphasis on volunteer and community engagement.

Other projects will focus on the built and cultural heritage of the Chilterns, bringing the history of the Chilterns alive for people today. We’ve developed a community social history project designed to inspire people to connect with the local landscape and traditional industries of the Central Chilterns. Another cross-generation project will connect young people with older generations and increase the awareness of the cultural and economic significance of the cherry orchard heritage of the central Chilterns.

Our digital interpretation project spans all projects, and a further schools project will inspire children to connect with the special qualities of the Central Chilterns landscape through the provision of teaching resources and events.
Due to begin in Spring 2019, Chalk, Cherries and Chairs will be a 5-year Scheme. A brief summary of each theme and project is listed below. Full details can be found online: Landscape Conservation Action Plan 2019-2024. Recruitment for the remaining members of the delivery team will be underway shortly.

**Theme 1: Wildlife and Landscape**

The Central Chilterns has some of the most special wildlife habitats in the UK, but increased visitor numbers, modern farming practices, changes in land ownership, HS2 and unprecedented new development bring a scale of pressure that few other areas face. Projects under this theme will contribute to achieving the Lawton Review aims of ‘more, bigger, better and more joined up’ spaces for wildlife.

*Landscape Connections* will focus on creating, restoring, managing and connecting habitats – chalk grassland, ancient woodland and chalk streams – in strategically important ‘biodiversity areas’. The project will work with over 50 farmers and landowners to protect and encourage wildlife through a combination of capital investment, training and education and volunteer and community engagement.

*Rough around the Edges* is a collaborative, community-based project led by Buckinghamshire, Berkshire and Oxfordshire Wildlife Trust focusing on smaller-scale habitat, working with parish councils, community environment groups, special interest groups and wildlife charities to create, restore and manage habitats so they can become biodiverse havens in the long term and will leave a network of highly skilled, well-run and motivated community environment groups.

*Water in a Dry Landscape* will identify and map the biodiversity of freshwater features along the Chiltern escarpment, improve sites, and create more and bigger stretches of connected riverbank (riparian) habitats into the river Thame catchment. Thought to be the first study of its kind focusing on headwaters on a catchment scale, the project will work with landowners to protect, improve and connect their waterways, with volunteers trained to survey the quality of water and habitats. The project will bring an Increased awareness of headwaters in catchment planning and management and best-practice case studies for other river trusts.

*Chilterns Orchards* will train communities to restore and manage old orchards and help others to set up their own community orchards, with traditional local fruit varieties, and providing significant habitat for some scarce flora and fauna. The project will encourage new and existing volunteers; special interest groups, families and local communities, parish councils, landowners and land managers to come together to actively manage their orchard heritage.

*Rock around the Chilterns* will help people understand the underlying chalk geology of the special landscape of the Central Chilterns, and its agriculture, industries and rich flora, fauna and culture. Developed in partnership with Chinnor and Princes Risborough Railway, guided ‘On the move’ train journeys will bring the countryside to life through geotrails, geocaching and more to tempt more people to explore the Central Chilterns.
**Tracking the Impact** is an innovative approach to surveying at the landscape level and an example of Citizen Science in action; small groups surveying their local wildlife and collaborating with other groups to build the bigger picture. Drawing on the skills of experienced recorders to identify birds, butterflies and plants during regular surveys, the project aims to build a new band of active, knowledgeable volunteers to continue into the future.

**Theme 2: History and Landscape**

The Central Chilterns has a rich industrial heritage: cherry orchards, brick and tile making and the world-renowned Wycombe chair making industry to name a few. Projects under this theme will create opportunities for people to investigate these rural industries and piece together how they have helped shape the landscapes we know today.

**Woodlanders’ Lives and Landscapes** Led by Buckinghamshire New University, this is a community social history project designed to inspire people to connect with the local landscape and traditional industries of the Central Chilterns. Volunteers will help to tell the story of their forebears by researching archives and collecting oral histories to capture memories, documents and photos about homes, social lives, traditions and dialect. Walking tours, a community history website and illustrated map will be developed as part of the project.

**Celebrating Crafts and Heritage Skills** will encourage people to reconnect with the craft heritage of the area. A programme of events, demonstrations and experiences will offer opportunities to see craft makers at work, learn about the history of their crafts, and have a go themselves. People will learn about the relevance of crafts today, and a programme of financial, promotional and networking support will enable craft makers to share their skills.

**Cherry Talk** is a cross-generation project connecting young people with older generations to increase the awareness of the cultural and economic significance of the cherry orchard heritage of the central Chilterns. It aims to capture the words of those who knew the orchards when they were at their height and transform those words into stories for modern times. The project will provide opportunities for creativity through spoken-word performance art (including poetry, songs, videos), based on what they’ve learned. There will be opportunities for sharing the Cherry Talk, and cherry-related celebrations at festivals and other community events across the Central Chilterns.

**Routes to the Past** will explore and promote historic routeways as a defining characteristic and major heritage asset of the Chilterns. Local community groups and individuals will learn the skills they need to research and record these historic routeways before creating an online map with stories and photographs to bring the routes to life for the wider public. The project will also create guided walks and events for local people to discover the routes for themselves.

**The Mystery of Grimm’s Ditch**: Stretching from Walters Ash to Berkhamsted, Grim’s Ditch is believed to date from the Iron Age, yet little is known about its history. This research project will help uncover the true value of this historic monument before it is swallowed up by further development, erosion, farming and, most significantly, HS2.
People and Mills of the River Wye is a diverse community engagement project designed to link people living in urban High Wycombe and their river, so that it is properly understood, championed and maintained. As well as learning about the river’s history and the lives of people who lived alongside it, the project will look further afield to uncover shared histories with communities which came originally from Kashmir and Punjab. Volunteers will have opportunities to find out about the river, record oral histories, and create ways to interpret and share its industrial, cultural and natural heritage.

Theme 3: People, Communities and Landscape
Projects in this theme will empower local communities to look after their local special places and landscapes by engaging effectively with the planning system, catalysing local volunteering, and caring for local green space. Innovative digital interpretation will help new audiences engage with the landscape. Projects will promote a stronger sense of place, help people relate to today’s landscape and break down barriers preventing people from engaging with the countryside.

Planning for the Future: The Chilterns is protected landscape under intense and growing pressure, with an 82% increase in approved housing in the last five years. Communities are seeking to protect the peace and their precious environment through Neighbourhood Plans, but they often lack the knowledge of the protected landscape to make them effective. This project will help communities understand how to set policies which conserve and enhance the area through the creation of an online toolkit, digital guides, training sessions and specialist advice.

Chiltern Champions will provide the skills and expertise for all the other projects to ensure good practice when recruiting and working with volunteers. It will ensure that a broad range of people (such as ethnic minority groups or people living in urban areas) are involved, and that they have the support, recognition and rewards they need to stay keen, motivated and active. The project will create a skilled volunteer workforce from a broader demographic, increase people’s connections to the landscape and create a network of thriving and self-sufficient community groups.

Echoed Locations will engage community groups and individuals in recording the sounds around them and uploading them to an online ‘sonic map’ of the Central Chilterns. Younger people living in the towns around the Scheme area will be invited to take part too. They will be taught recording and sound mixing skills to take out into the countryside they can see but rarely visit, gather what sounds interest them, and then use them alongside recordings from the sonic map to create their own sound performances and installations. The creation of this sound experience will resonate through all the themes of Chalk, Cherries and Chairs.
**Chalk, Cherries & Chairs Festival** will take place each September from 2019 to 2024 to coincide with national Heritage Open Days. People will be able to learn traditional skills, take part in kite-flying picnics in the countryside, storytelling events, bodgers’ tours round local pubs, guided nature and history walks, and more. At the weekends, the Festival will move into the towns – Aylesbury, Amersham, High Wycombe, and Princes Risborough – taking the best of Chiltern crafts, oral history, interactive technology and demonstrations to a wider audience, encouraging them into the countryside to enjoy more.

**Coming Alive** will develop, set up and maintain all the technology for the Scheme, including digital mapping, investigating LiDAR (Light Detection and Ranging) maps for uncovering hidden features in the landscape, and creative technology for video and audio recording and mixing. The project will provide training to staff and volunteers and use social media to engage the public and volunteers and to keep communication live and engaging.

**Understanding the Central Chilterns** will deliver an education programme for local children. Linked to the National Curriculum, the children will learn how the Chiltern’s natural resources have supported local industry and communities and impacted on the location, type and development of settlements. It will encourage visits to the museums and other sites in the Chilterns, often with the intention of bringing together rural and urban schools to share learning. Key to the project’s success will be the development of educational resources (including artefact boxes on loan) and activities, many of which will be available online.

More detailed project information can be found online: visit the [Chalk, Cherries and Chairs project page](#) for more information.
Chalk, Cherries and Chairs
Landscape Partnership Scheme
Community Heritage Officer
(Central Chilterns)

Job Description

Job title: Landscape Partnership Community Heritage Officer
Location: Chilterns Conservation Board (CCB) Office, Chinnor, Oxfordshire
Salary: £25,000 - £26,500 pa
Hours: 37.5 hours per week. Fixed term contract to March 2024
Reports to: Landscape Partnership Manager
Responsible for: Trainees; Volunteers; Contractors;

Job purpose: This post will lead the delivery of History and Landscape projects within the Chalk, Cherries and Chairs Landscape Partnership Scheme (LPS).

Chalk, Cherries and Chairs is a 5-year Landscape Partnership Scheme (LPS) in the Central Chilterns, largely in Buckinghamshire. The National Lottery Heritage Fund is contributing £2 million towards the total project budget. For more information see Chalk, Cherries and Chairs

The role will have particular responsibility for delivery of projects within the History and Landscape theme, community engagement, volunteer support and management, partnership relations and data management.

Key accountabilities:

1. Work closely with colleagues in the CCC team, partner organisations and CCB to ensure successful delivery of the Scheme.

2. Plan and deliver key elements of the Scheme including the following projects¹

¹ For more information on the projects see Chalk, Cherries and Chairs
a. Celebrating Crafts and Heritage Skills  
b. Cherry Talk  
c. Routes to the Past  
d. The Mystery of Grim’s Ditch  
e. Community & history elements of Chiltern Orchards.

3. Work with partners to support delivery of the historic environment component of projects they are leading on within the Scheme.

4. Manage the historic environment data for the Scheme, liaising with CCB staff on other historic environment projects to ensure consistency of approach.

5. Work with the Communications Officer to produce engaging interpretive materials and digital media for the historic environment of the Central Chilterns and to help promote the Scheme as a whole.

6. Engage, enthuse and involve local history groups in Chalk, Cherries and Chairs; encourage the formation of new groups. Strengthen collaborative working in the historic environment sector.

7. Work with the CCC team to deliver engaging events as part of the annual Chalk, Cherries and Chairs Festival.

8. Work with the CCC team and partners to help establish and deliver good practice volunteering policies and procedures for involving, recognising and rewarding volunteers within the Scheme.

9. Arrange training for volunteers, public and groups on historic environment, delivering some courses and managing external trainers as needed.

10. Embed monitoring and evaluation and legacy planning into projects from the outset. Ensure data required for quarterly reporting and financial claims is provided on time.

11. Ensure project spend is within budget and any changes are approved.

12. Provide timely regular reports as requested for internal use, Steering Group, funders and other stakeholders.

13. Ensure all work meets with legal requirements, including health & safety, and that required policies and procedures are followed.

14. Help to ensure the Scheme projects and activities reach the target audiences.

15. Deliver presentations for partner organisations, community groups and the public as needed.

16. Contribute to local strategies and initiatives for historic environment to ensure that the Scheme’s aims and objectives for the Central Chilterns are fully reflected.
17. Share learning with colleagues, partner organisations and across the sector where appropriate.

18. Work flexibly and responsively, supporting other members of the CCC team, taking on responsibilities as requested by the Scheme Manager, in line with CCB organisational requirements appropriate to the post.
# Person Specification

## Experience and knowledge

### Essential
- Minimum of 2 years’ experience of working as a professional archaeologist in the landscape archaeology and heritage sector
- Able to demonstrate a wide range of archaeological knowledge.
- Experience of leading, supporting and training volunteers in the historic environment.
- Experience of partnership working on a heritage or landscape archaeology project
- Good level of knowledge of historic environment data capturing, analysis and digital outputs

### Desirable
- Good working understanding of management of historic assets in designated landscapes
- Working understanding of ecology and habitat management
- Experience of working with urban communities in landscape heritage project
- Experience of working with partner organisations
- Knowledge of the Chilterns AONB

## Skills and abilities

### Essential
- Ability to lead volunteers in the field, ensuring health & safety, that tasks are completed satisfactorily and that volunteers are engaged in a meaningful and enjoyable experience
- Ability to produce / commission digital and other interpretation from archaeological surveys
- Strong organisational skills
- Ability to lead community heritage activities
- Ability to engage effectively with a wide range of audiences, especially those new to the heritage sector.
- Ability to prepare reports, project proposals and project plans

### Desirable
- User of Geographical Information Systems (ArcView), capable of creating, using and manipulating GIS data.
- Ability to interpret and manipulate data output from LiDAR survey, LiDAR processing and geophysical surveys.
- Financial management and budgeting skills

## Education and Qualifications

### Essential
- Degree or equivalent in relevant subject

## Personal Qualities

### Essential
- Collaborative, team player
- Able to complete tasks on budget and on time
- Flexible attitude to work
Summary of Terms and Conditions of Employment

1. The post is based in the Chilterns Conservation Board Office, 90 Station Road, Chinnor, Oxfordshire, OX39 4HA.

2. The post is offered as a fixed term contract to March 2024.

3. Working hours are 37.5 hours per week. In addition, attendance will be required at occasional evening meetings and at weekends. No overtime is payable but time off in lieu can be taken.

4. The post holder must be able to visit sites across all parts of the Chilterns and will be entitled to reclaim travelling or subsistence expenses incurred in the course of your work in accordance with CCB ‘s policy.

5. The basic leave entitlement will be 26 days plus public / bank holidays.

6. The Board is a member of the Buckinghamshire County Council Local Government Pension Scheme.

This summary is for information only and does not constitute a contractual agreement.