

Job Title: Movable Heritage Project Officer

Purpose: To manage the development and implementation of projects and activities related to movable heritage conservation and management, including digital heritage.

Programmes Unit: We ensure that programmes are relevant, of high quality and serve to build capacity across Member States within the agreed-upon strategic directions of ICCROM.

Main Functions

The role involves, but is not limited to, the following functions:

1. Develop, manage and implement training programmes and capacity-building activities in the field of movable heritage (including digital heritage).
2. Work with Member States, partners, participants and other key stakeholders to ensure an accountable impact assessment, overall evaluation, monitoring and ensure that lessons learned are then implemented.
3. Monitor and analyze the various components of ICCROM's activities concerning heritage collections and identify external emerging themes, best practices, opportunities and new trends.
4. Participate as a trainer and/or facilitator in the various activities, and within the area of expertise.

Shared Accountabilities

In collaboration with colleagues, the holder of this position will have these key accountabilities:

1. Lead the communication strategy for movable heritage projects and prepare related documents and reports in close collaboration with the Communication and Partnership Unit.
2. Liaise with resource mobilization colleagues to ensure the achievement of fundraising goals concerning heritage collections.
3. Collaborate with Strategic Planning colleagues to develop long-term planning, foresight, evaluation and monitoring for collections programmes and activities.
4. Collaborate as necessary with colleagues at the ICCROM-Sharjah Regional Office on movable heritage-related issues.

Budget Responsibility

Yes, manage the assigned budget effectively and accurately.

Main Relationships

Reports to: Programmes Unit Manager

Supervises: interns, if needed

Other relevant relationships:

Collaborate with colleagues across the organization in other activities aligned with ICCROM's Strategic Directions and organizational goals and values. Participate and organize partners' meetings as required and actively participate in missions to develop new activities for heritage collections.

Technical Knowledge

1. Extensive knowledge of movable heritage management, care and conservation, or related discipline.
2. Exceptional knowledge of project management related to heritage collections' conservation and management.
3. Ability to develop, coordinate and implement capacity-building and training programmes in an international environment and with multiple stakeholders.
4. Excellent communication and advocacy skills.
5. English and French are the working languages of ICCROM. This position requires fluency in English (both oral and written). Knowledge of Spanish and any other language is an added advantage.

Organizational Competencies

ICCROM is a small organization, when defined in numbers of staff, with a very large remit. All of our people need to ensure that they demonstrate the required behaviours in order that we can deliver on our mission. These behaviours underpin everything that we do, both internally and when working with stakeholders. We are an ambitious organization and know that we can only achieve that ambition through pulling together and using the behaviours that will allow us to optimize our contribution. These are important to all of our roles and are essential for everyone.

- **Communication**

We engage in honest, respectful, two-way communication. We actively listen and seek opportunities to share and engage with colleagues and stakeholders. We consider the best way to share information and willingly engage in discussion with others. We are open, honest and transparent and give and receive clarity.

- **Collaboration and teamwork**

We show respect to every colleague and value their expertise, contribution and perspective. We trust each other to be the best they can be and give help and support when it's needed. We willingly share resources, ideas and efforts. We actively engage with others and help them to be the best they can be and create win-win solutions.

- **Flexibility**

We remain optimistic about what we do and have a positive 'can do' attitude. We look for solutions and are proactive in driving performance. We take responsibility for planning, managing risks and getting things done through being helpful and flexible in our approach. We look to build on team strengths and are always willing to step in when additional support is needed.

- **A learning organization**

We take opportunities to learn, to share learning and to encourage colleagues to do the same. We try new things and experiment in order to help ICCROM work successfully with others. We look at things from different perspectives; seeking alternative views and finding ways to become even better at what we do.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the incumbent and will be communicated by written notification.

Date: 17/06/2022

Line Manager	Human Resources	Post Holder
		