

Job Title: Heritage Project Assistant

Hours: 21 hours per week (flexible working available)

Duration: September 2026 – August 2027

Salary: 12-month fixed contract £14,687 (Real Living Wage of £13.45 per hour, £24,479 FTE)

Accountable to: Heritage Project Coordinator and WoW Operations Manager

Location: WoW office in Toxteth Library, Windsor Street Liverpool and other venues in Liverpool when required by the project. Home working is available in agreement with the Co-Directors.

Main Working Contacts: Freelance Heritage Project Co-ordinator, Project Archivist, WoW Operations Manager, WoW Directors and volunteers.

About the project

Since 2000, Writing on the Wall (WoW)- a National Portfolio Organisation of Arts Council England - has worked to uncover, preserve and celebrate the often-overlooked heritage of Liverpool's diverse communities. Our focus has always been on amplifying the lived experiences of marginalised groups – including Black, Asian, LGBTQ+, refugee and working-class communities – voices that are essential to understanding Liverpool's past and shaping its future.

At the heart of this work is our archive. It holds 25 years of creative, cultural and political memory – from our festivals and projects to the people who made them happen. The collection includes 22 storage boxes of publications, more than 80 books from our writing projects – anthologies, memoirs, novels and local histories – alongside photographs, posters, flyers, educational resources, and audio-visual material from WoWFEST and other public events. There are several physical installations, which document heritage and are artworks in their own right – tangible, visible connections to Liverpool's hidden histories. There is an unquantified number of digital files, including videos, images and documents.

Though the known archival materials are in overall good condition, it is essential now to capture how, through reading, writing, art, storytelling and debate, we've highlighted the heritage of, and provoked action and brought change in communities who may otherwise have never believed they had a voice. Examples of these are our unique Creative Heritage projects, run since 2011, bringing together professionals and community participants to document and reclaim their histories. In 2023, our Dorothy Kuya archive project was selected as one of ten exemplary projects in the National Archives' "Year in Archives" booklet. Our Creative Heritage Walking Tour Training Programme has been featured in 2024's booklet. We also have a 'living archive' of people, ranging from current and former staff and trustees, local, national and international writers, artists and creatives, freelance artists who we have developed, supported, and employed in our projects and featured in

our festivals, project participants, volunteers and audiences, who WoW's heritage and impact through their memories, physical artefacts, and often life-enhancing and life-changing experiences through taking part in, and contributing to our work. In capturing their memories and voices, we will also develop a valuable resource for future research. Notable partnerships with organisations such as National Museums Liverpool, the University of Liverpool, and Liverpool Records Office reflect WoW's status as a leader in creative heritage practice. Our project aims to protect and extend the legacy of these materials, safeguarding them against potential loss and damage while enhancing public access.

About the Project Assistant role

As part of Writing on the Wall's National Lottery Heritage Fund-supported project *Writing on the Wall – 25 Years of Creating Change Through the Power of the Word*, this role offers an opportunity to gain hands-on experience in community heritage, archive practice, and creative programming.

You will work closely with the freelance Archivist and freelance Heritage Project Coordinator to support the cataloguing, preservation and digitisation of WoW's extensive archive, which is being housed at Liverpool Records Office based in Liverpool's Central Library. You will also engage with volunteers and the wider public to help bring community voices and stories to the forefront of the project.

This is a development position designed to provide real-world experience and entry into the heritage sector. No formal qualifications are required, but enthusiasm, commitment and curiosity are essential.

Key Responsibilities

- Support the Archivist in cataloguing and preserving materials from the Writing on the Wall archive collection.
- Assist in identifying, preparing and digitising items, including cassette tapes, video recordings and printed materials.
- Collaborate with community volunteers during cataloguing and digitisation sessions.
- Support the Heritage Project Co-ordinator with
- Help develop creative ways to share archive materials with the public, including blogs, social media posts and events.
- Respond to enquiries and contribute to public-facing archive sessions.
- Attend site visits to local heritage organisations to gain broader sector insight.
- Maintain accurate records of activity and learning.

Training and Development

The successful candidate will receive the following training opportunities, including:

- On-the-job training from experienced heritage professionals
- Access to workshops and sector development opportunities
- Regular supervision and mentoring
- Opportunities to attend events and contribute to the wider WoW programme

General Duties

- Contribute positively to the work and ethos of Writing on the Wall.
- Follow all organisational policies, including health and safety, safeguarding and equal opportunities.
- Be flexible and proactive in undertaking tasks as required.
- Participate in supervision and reflective practice sessions.

Equal Opportunities Statement

We particularly encourage applications from working-class communities, Black, Asian and other Global Majority backgrounds, disabled people, LGBTQ+ individuals, and those with relevant lived experience who are underrepresented in the heritage sector.

Writing on the Wall is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against, either directly or indirectly, on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers, and service users.

Access

If you have any specific requirements or need additional support during the recruitment process, including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact info@writingonthewall.com

Please note, any information you provide around your access requirements for interview will not form part of the shortlisting process.

How to apply

If you have any questions about the role or application process, please contact info@writingonthewall.org.uk before 26th August to ensure that you receive a reply.

To apply, please send a short statement (no longer than A4) outlining why you are interested in the position along with your current CV. Applications should be sent to info@writingonthewall.org.uk.

The deadline for applications is **5pm on Monday 31st August**.
Interviews will be held online on Friday 4th and Monday 7th
September.