



**thecockburnassociation**

Title: Heritage Support Intern (Operations and Membership)  
Hours of Work: Full-time (35 hour week); the Association is willing to be flexible subject to the enthusiasm, skills and experience of the prospective candidate, including job share arrangements.  
Period: Up to 12 months  
Salary: £20,000 per annum for full-time position

## Who are we?

The Cockburn Association was founded in 1875 to promote the amenity of the City of Edinburgh and encourage the care and conservation of its unique architectural, historic and landscape heritage. The Association is one of the oldest planning and architectural advocacy organisations in the world. It takes its name from Lord Cockburn (1779-1854), a renowned Scottish lawyer, judge and literary figure, who can claim to be one of Scotland's first conservationists. His 1849 publication *A Letter to the Lord Provost on the Best Ways of Spoiling the Beauty of Edinburgh* provided the inspiration to establish a popular organisation and it remains as relevant today as when it was first penned.

We are a small team of 12 Trustees led by our Director Terry Levinthal and supported by our Assistant Director (Policy & Development) James Garry. Visit [www.cockburnassociation.org.uk](http://www.cockburnassociation.org.uk) to find out more about us.

## Who are you?

We are as keen on the person as we are on your skills and experience. As an intern, you will support the day-to-day running of a small but enthusiastic, value-based organisation. What you can get out of the internship will only be limited by what can put into it.

You will be an able communicator, and an active listener willing to absorb the work of the organisation and creating persuasive cases for support from multiple audiences through a variety of channels. You will be an enthusiastic steward of members, volunteers and supporters, building on the existing calendar of activities to grow and develop this as a means of engagement and an income stream. You will have a good understanding of the importance of digital media in the promotion of organisations and be willing to contribute creatively to the digital outputs of the Association.

You'll have an awareness of project planning and be an organised self-starter with a great attention to detail and an ability to work on your own initiative.

## Main duties

As a small charity, flexibility and a can-do attitude is fundamental to our ethos. A willingness to assist the Director, Trustees and other staff with general activities is important.

Key activities include:

Administrative support and management duties such as:

- Addressing members, stakeholders and the general public's queries.
- Supporting the office and Council of Trustees in terms of information, reports, etc.
- Other activities as agreed from time to time.

Membership administration

- Data control of membership database.
- Payment processing & record-updating for members.
- Dealing with general membership queries.

Communications and outreach

- Support our Social media, web management and development. Knowledge of wordpress useful.
- Work with Director and others to prepare members/stakeholders' communication initiatives such a newsletter and a growing range of digital products.
- Also, the development of member and stakeholder events and engagement activities as well as coordinate outreach material including publications and newsletter will form part of the post.

Fundraising

- Manage and develop our member and supporter database, supporting existing members and gaining new ones as a key fund-raising initiative
- Support and contribute to a Legacy development plan engaging with members and other potential supporters and givers.
- Support the Director in development and preparation of applications to a range of donors, foundations, etc.

## **Place of work and flexibility**

The Cockburn runs a small office based in Trunk's Close, just off the High Street. This is the formal place of work. During the Covid pandemic, we have been home-working but will most likely be returning to blended work routine. If a flexible working environment is what you need, we can accommodate it.

## **How to apply**

Please send us a copy of your CV together with a supporting statement of no more that 2-sides of A4 setting out your skills, abilities and passions to [director@cockburnassociation.org.uk](mailto:director@cockburnassociation.org.uk) or by to post (address below).

If you want to chat about the role, please give Terry a call on 0131-557-8686 between 9am to 4pm or send an email to [director@cockburnassociation.org.uk](mailto:director@cockburnassociation.org.uk) and he'll get back to you.

Closing date is Friday 13 May 2022.

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trunk's close, 55 high street, edinburgh EH1 1SR [www.cockburnassociation.org.uk](http://www.cockburnassociation.org.uk) Registered Scottish charity SC011544