



## **NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION**

<b>Role:</b>	David Sheedy Future Collection Fund; Scholarship – Year 1
<b>Department:</b>	Conservation
<b>Primary Location:</b>	Saumarez Homestead, Armidale
<b>Day to day Supervisor:</b>	Visitor Engagement Manager, Saumarez
<b>Overall Manager:</b>	Collections Manager
<b>Direct Reports:</b>	Nil
<b>Employment Status:</b>	Casual
<b>Hours of work:</b>	14 hours per week (2 days per week) for 12 months

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### **Organisation Overview**

The National Trust of Australia (New South Wales) is Australia's leading heritage conservation organisation, a not-for-profit, community-based charity in operation for more than 75 years. Our vision is to bring the heritage of New South Wales to life for future generations through advocating for the conservation and protection of our built, cultural and natural heritage.

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### **David Sheedy Future Collection Fund**

David Sheedy dedicated his life to heritage conservation, joining the National Trust NSW in 1963 both as a member and a volunteer. He made an extraordinary contribution to the National Trust (NSW) Register, personally authoring more than 855 heritage listings and photographing many of them. The Register, which today holds over 14,000 items, is immeasurably richer because of his work. He expanded the Trust's knowledge of landscapes, townscapes, industrial sites and historic buildings across NSW.

The David Sheedy Future Conservation Fund was established to directly reflect David's life's work; respecting the state's heritage through advocacy, restoring our built heritage and promoting heritage learning and research through our archives for future generations. Anticipated to run over a period of 5 years, each year the Fund will support one major project aligned with the National Trust's shared values and vision in heritage and conservation.

This support will take the form of a 12-month part-time scholarship, offered to applicants in their penultimate year of study or newly-graduated, from tertiary education, to allow them to utilise their skills and the resources of the National Trust to further their understanding of heritage conservation.

### **YEAR 1 - Saumarez Collections and House Tours Scholarship**

Saumarez Homestead in Armidale NSW holds a remarkable collection of artefacts, furniture and personal items reflecting the life and times of regional NSW over more than a century. Many of these items are yet to be fully catalogued in the Trust's Vernon Collection Management System (Vernon CMS) or shared publicly. Additionally, the house has no permanent tour guide, which means visits are supported by part-time volunteers only, limiting the opportunities for people to view this impressive house and its collection.

The scholarship will fund a part-time emerging heritage professional to:

- Research and catalogue the Saumarez House collection in Vernon CMS, ensuring items are accessible for future generations.
- Enrich the existing house tour with findings from research, bringing the stories of the Saumarez house & collections to life for visitors through the development of new tours or visitor information.
- Undertake a minimum of 2 additional house tours a week, when the property is open to the public.

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### **Key challenges**

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Building and maintaining relationships whilst remaining true to the independence of the Trust.
- Working across a diverse stakeholder group to deliver the Trust's priorities.
- Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust.

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### **Essential Skills and Qualifications**

- Strong research and collections management skills, with a demonstrated ability to develop and implement new visitor information/ tour material.
- Experience in undertaking guided tours and ability to tailor them to enhance the visitor experience.
- Demonstrated ability to manage competing priorities, as well as strong attention to detail.
- Strong verbal communication skills, customer service experience (desirable), and a friendly, positive, and professional manner.
- Exceptional attention to detail to ensure all information provided by the Trust is delivered in a timely fashion and with a high level of accuracy.
- Strong written communications skills and the ability to communicate to different audiences for a range of purposes.
- High level of initiative, and demonstrated ability to work successfully within a team, as well as independently.
- Proficiency in Microsoft Office365; experience with database management; demonstrated aptitude for learning new software programs.
- Tertiary qualification (in progress or completed) in a discipline related to heritage such as archaeology, architecture, archives, collections or history or a related discipline.

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### **Key Result Areas**

#### **Resilience and Courage**

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations

#### **Act with Integrity**

- Understand and adhere to the organisation's values and policies
- Represent the organisation in an honest, ethical and professional way and encourage others to do so, following the Trust's values and policies

**Value Diversity and Inclusion**

- Show respect for diverse backgrounds, experiences and perspectives

**Communicate Effectively**

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community
- Listen to others and respond with respect
- Write fluently and persuasively in a range of styles and formats

**Commitment to Customer Service**

- Provide customer focused services consistent with organisational values and objectives

**Work Collaboratively**

- Collaborate with others and value their unique contribution

**Influence and Negotiate**

- Gain consensus and commitment from others
- Negotiate from an informed and credible position

**Deliver Results**

- Achieve results through the efficient use of resources and a commitment to quality
- Completion of tasks delivered within Project timelines
- Finalise transfer of Collection data from Past Perfect database to Vernon CMS
- Additional tours delivered

**Plan and Prioritise**

- Effective planning to achieve priority outcomes
- Respond flexibly to changing circumstances

**Think and Solve Problems**

- Research and analyse information and make recommendations based on relevant evidence
- Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

**Demonstrate Accountability**

- Adhere to any relevant legislation and policies
- Be proactive in identifying and addressing risk and challenges
- Provide accurate and timely submissions to Manager to enable acquittal requirements of the scholarship to be fulfilled

**Finance**

- Understand financial constraints and work within approved financial framework

**Technology**

- Understand and use available technologies to maximise efficiencies and effectiveness

**Optimise Business Outcomes**

- Evaluate potential activities to ensure they balance environmental and heritage concerns with the need to maximise public involvement in the Trust's activities
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*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.*

Approval Date: February 2026