



Abbot's Hospital Guildford, Surrey

HERITAGE ENGAGEMENT OFFICER

12 MONTHS FIXED TERM CONTRACT AT £25,000 FTE, 30 HOURS A WEEK

The Hospital of the Blessed Trinity or Abbot's Hospital as it is better known today was founded in 1619 by George Abbot, Archbishop of Canterbury as a gift "out of my love to the place of my birth". It was not Abbot's intention to provide a "hospital" in the modern sense of the word but a place of shelter for the elderly poor of the town - 12 single men and 8 single women - under the care of a resident Master. Nearly 400 years after the first residents moved in, Abbot's Hospital continues to offer town centre accommodation within a sociable and supportive environment for local elderly people.

Today, Abbot's Hospital offers up to 27 residents the opportunity to live an independent, fulfilled life in the very centre of town. We provide a sociable and supportive environment for our residents, emphasising this sense of community through a range of regular social activities, including coffee mornings, keep fit classes and occasional outings. Many of our residents assist with guided tours, bake cakes for different activities, help in the garden and host social events.

The Master of Abbot's Hospital was required to keep a ledger recording life at the hospital. We have a vast collection of ledger records recording everyday life for residents and going back 400 years to the hospital's beginning. These records provide unique insights into life here.

Our Heritage lies as much the building and George Abbot himself, as well as in the complete collection of Master's records of life in Abbot's over 400 years and the many rare and unique pieces held on our premises. Taking place throughout 2019, this project will celebrate and share the heritage with our community and involve them in our birthday celebrations, whilst raising awareness of this special site.

ROLE SUMMARY

The Heritage Engagement Officer will facilitate delivery of tours, workshops, outreach and the overall smooth running of the "400 Years of Abbot's Hospital" project. The public facing side of this role involves working closely with volunteers, visitors, Guildford public, school groups and other organisations. Behind the scenes, the role encompasses publicity and promotion including social media, volunteer recruitment and management, administration of the project and production of project materials.

KEY RESPONSIBILITIES

1. Promotion and Outreach

- a. To be proactive at engaging with people in the wider Guildford community about the "400 Years of Abbot's Hospital" project

- b. To be a point of contact for the project
- c. To engage with, and build strong relationships with the local schools
- d. To identify and actively target community groups, networks and contacts with a view engaging them in the project
- e. To represent appropriately, positively and effectively Abbot's Hospital at any external meetings and events
- f. To oversee volunteer involvement in managing the new Facebook page

2. Project Development

- a. To manage the production of project displays and exhibitions, ensuring they are accessible and to different audiences
- b. To work with the Archive Research Consultant to collate information to be used as part of project exhibitions
- c. To manage Farmers' Market and other outreach events, ensuring sufficient volunteers and promoting and engaging with the wider community
- d. To work with the schools to coordinate and facilitate the creation of the children's Trails of Discovery leaflets
- e. To work with the schools and professionals to coordinate and facilitate the creation of the educational booklet
- f. To recruit and manage volunteers to support the delivery of the project
- g. To work with the West Surrey Arts Society, Surrey History Centre, Guildford Museum and other local groups involved in this project
- h. To work with the Mosaic Company and community groups to deliver the Memorial Mosaic
- i. To work with Abbots Hospital trustees to successfully deliver the 400th year anniversary Garden Party celebration, Gaudy Lunch and October exhibition launch

3. Management

- a. To oversee the day-to-day running and management, ensuring the project runs within budget and meets agreed outcomes
- b. To liaise with HLF project officers to provide updates and reports on project progress and ensure that evaluation and monitoring is carried out in line with HLF requirements
- c. To keep accurate and up to date records on routine matters including:
 - I. Individuals and groups visiting project activities and participating in the project
 - II. Financial records
 - III. Volunteering and participation
- d. To attend Trustee / Heritage Group meetings where requested and to provide regular update reports on the project

This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes

ADDITIONAL INFORMATION

The post holder will report to the Master of Abbot's Hospital, Mr. Michael McKechnie.

The post holder will be based at Abbot's Hospital. They will have space to work onsite, although their time will also be spent out in the community.

The post holder's normal hours will be around 30 hours a week to be worked within Monday to Friday normal office hours. Occasional weekend and evening work may be required in which case time off in lieu will be given. There will be a holiday allowance of 28 (including bank holidays) days per annum, pro-rata.

INTERVIEW PROCESS

Post advertised: December 2018
Deadlines for applications: Monday 28th January 2019 at 12noon
Shortlisting applications: Tuesday 29th and Wednesday 30th January 2019
Applicants notified: Thursday 31st January 2019
Interviews: Tuesday 5th February 2019
Post start: 1st March 2019

Interviews will take place at Abbot's Hospital, High Street, Guildford, Surrey, GU1 3AJ and will begin with a tour of the site.

APPLICATION PROCESS

If you are interested in applying for this post please contact Sarah Odell on spiresheritage@gmail.com to request an application form.

Applicants should complete the application form, addressing how you meet the person specification attached with this job description and return to Sarah Odell by email. Completion of an application form is essential and we will not accept applications just containing a CV.

PERSON SPECIFICATION

Essential

		Essential	Desirable
1	Relevant professional experience and/or relevant qualification within the heritage or related sectors	X	
2	Excellent team working, communication and organisational skills	X	
3	Strong oral and written communication skills	X	
4	High level of literacy and numeracy	X	
5	Good working knowledge of Microsoft Office	X	
6	Able to work on own and use initiative	X	
7	Able to work to agreed targets and outcomes	X	
8	Interest within the heritage sector	X	
9	Able to communicate to a range of audience types, needs and ages	X	
10	Enthusiastic and able to transfer that passion to visitors and audiences	X	
11	Creative and able to come up with ideas for sharing heritage and engaging new audiences	X	
12	Experience managing volunteer teams		X
13	Able to find creative and innovative ways to engage people from a low knowledge base		X
14	Knowledge of the local area		X