

Heritage Fund Activity Plan Coordinator - Job Description

St Mary's Church, Beddington

Project:	<i>Restoring and Celebrating the Arts and Craftsmanship of St Mary's Church, Beddington</i>
Based at:	This is a home working post, but will require frequent travel to St Mary's Church, Beddington
Responsible to:	St Mary's PCC Project Group
Salary:	£22,000 p/a pro-rata
Hours:	Part-time, 20 hours per week (£1,007 per month) Fixed term contract for 24 months

Project Background

St Mary's Beddington is entering an exciting phase in the life of the church. We are restoring and improving our Grade II* Listed church building to secure its long-term future, see increased community engagement, greater use and generate increased revenue streams.

An exciting and diverse heritage project will run alongside the restoration of the church building. We are looking for an individual to work with the Project Team to coordinate and deliver these projects.

Role Summary

The Activity Plan Coordinator will recruit and manage around 50 volunteers, coordinate historical research, organise workshops and exhibitions and work in partnership with local schools, colleges and various groups to ensure the smooth running of the new activities on offer.

The role will involve working with the Parochial Church Council (PCC) who will approve and advise on the activities.

The public facing side of this role involves working closely with a team of volunteers, visitors, general public, school groups and other organisations. Behind the scenes, the role encompasses publicity and promotion including social media, volunteer recruitment, activity project management, overall administration of the project activities and the production of project materials.

Key Responsibilities

1. Promotion and Outreach
 - a. To be proactive at engaging with people in the local community about the project
 - b. To be a point of contact for the project
 - c. To engage with and build on the existing relationships with the local schools and colleges
 - d. To identify and actively target community groups, networks and contacts with a view to engaging them in the project
 - e. To represent appropriately, positively and effectively St. Mary's at any external meetings and events
 - f. To oversee volunteer involvement in managing social media
2. Project Development
 - a. To manage project activity change in line with relevant Covid guidance
 - b. To manage the production of project displays and exhibitions, ensuring they are accessible and suitable for different audiences
 - c. To identify sources of archive research and to collate information with the volunteers to be used as part of the project exhibitions

- d. To recruit and manage volunteers to support the delivery of the project
- e. To work with schools to coordinate and facilitate the project
- f. To work with local history groups and other local groups involved in the project
- g. To work with the PCC to successfully coordinate activities for Heritage Open Days

3. Management

- a. To oversee day to day running and management, ensuring the project runs within budget and meets agreed outcomes
- b. To liaise with the Heritage Fund project officer on project queries and changes and provide material for updates on project progress and evaluation and ensure that effective evaluation and monitoring is carried out for all the activities in line with the Heritage Fund requirements
- c. To keep accurate and up to date records on routine matters including individuals and groups visiting project activities and participating in the project, financial records, volunteering and participation numbers
- d. To attend PCC meetings where requested and to provide regular update reports on the project

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

Additional Information

This is a homeworking post, but will involve frequent travel and attendance in Beddington

The contract is for 2 year and runs June 2021 to June 2023. The post holder will be expected to organise their time around the project to meet the project timetable.

Occasional weekend and evening work may be required within this timescale.

Person Specification

Essential

- Experience in an administrative role working to a strict budget
- Excellent oral and written communication skills
- Excellent administrative, organisation, problem solving and planning skills
- Polite and friendly
- A good working and up to date knowledge of Microsoft Office
- Reliable and well presented
- Ability to effectively communicate with a range of people
- Well organised with attention to detail
- Able to multi-task and meet deadlines
- Has a positive and pro-active attitude to work
- Is a team player

Desirable

- Experience of Heritage Fund projects
- Experience of working on capital projects
- Experience of project management
- Experience of working with churches

Application timescales

Post advertised:	wc 8 th March 2021
Deadlines for applications:	19 th April
Shortlisting applications:	26 th April
Interviews:	wc 3 rd May
Appointment post:	10 th May
Start:	June 2021 TBC

Interested applicants are required to complete an application form and should request this from:

Simon Dawson

e: simon8ten9@gmail.com