

Role Profile

| | |
|----------------------|--|
| Post: | Activities Officer |
| Terms: | £24,000 per annum until June 2022 with the potential to extend This role will require some evening/weekend/bank holiday working to support booked events and activities |
| Reporting to: | Project Co-Ordinator |

Purpose of role:

To manage and deliver the Activity Plan with responsibility for all learning, community and volunteering elements, as well as input into the Interpretation Scheme for the **'Our Tower' Project**, ensuring all outputs are completed on time and on budget with evaluation completed in line with the evaluation framework.

Key responsibilities

The following is not an exhaustive list but is to give an idea of the scope of the role. In addition, the post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

- Managing the Activity Plan timetable to ensure all activities are planned, completed and evaluated on time with digital content for PR and marketing provided as needed.
- Overseeing the Activity Plan budget (excluding the interpretation budget - this will be managed by the Interpretation Designer) and providing regular update reports to the Project Co-Ordinator
- Securing future funding to develop project legacy
- Overseeing all activities and providing regular update reports to the Project Co-Ordinator
- Managing partnerships as detailed in the Activity Plan
- Collaborating with the BPT Learning & Engagement Officer to ensure a joined up approach across BPT engagement activity
- Participating in Interpretation Design Meetings and delivering all learning, community and volunteering elements, including resources
- Supporting the Evaluation Officer in data collection
- Attending regular update meetings with the Project Co-Ordinator

- Liaising with the BPT Marketing & Communications Officer to ensure all activities are well publicised and communicated externally.

PERSON SPECIFICATION

Essential

- Pro-active self-starter
- Qualified Teacher Status and experience of teaching **and/or** qualification and experience in related discipline (e.g. MA in Museum Studies / Museum Education)
- Proven experience in delivering education, community engagement and volunteer activities and coordinating projects on time and on budget
- Proven experience of producing learning resources informed by core Interpretation
- Strong planning and time management skills - ability to set up and manage a schedule of activities across the year
- Computer literate in Word/Excel/PowerPoint/Outlook
- Confidence in using written word
- Effective communicator with confidence to build relationships collaboratively with a wide range of stakeholders including local schools
- Excellent social skills and team player
- Willingness to be DBS checked

Desirable

- Experience of line management of staff and/or volunteers
- Interest in historic houses, architectural history or conservation
- Experience of running co-produced projects
- Experience of submitting successful grant and funding applications

Working hours:

Five days a week, can be flexible when hours are worked

Terms and conditions

- Some physical elements including movement of museum objects, archives and display materials
- Some weekend and evening working may be required
- Regular travel to Beckford's Tower
- Some lone working