

Job Description

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| Job Title: | Heritage Project Coordinator |
| Responsible to: | Peer Advocacy and Volunteer Manager |
| Salary Grade: | £23,500 p.a. (£15,275 p.a. pro rata) |
| Duration: | 18 Months (Fixed Term) |
| Hours of work: | 24 per week (0.65 FTE) |
| Annual Leave: | 30 days (including public holidays) (19.5 days pro rata) |
| Pension: | Non-contributory pension of 5% of salary paid into a personal pension scheme |
| Place of work: | 11-13 Land Lane, Marston Green, Solihull, B37 7DE (and at such community locations as may be required) |

Job Purpose:

SAtA is very pleased to be running an 18-month project funded by the Heritage Lottery Fund to explore the history and heritage of people with learning disabilities in Solihull. The project aims to record the stories of people moving out of long-stay institutions into the community to ensure that they are preserved for the future.

The post-holder will be responsible for the day-to-day coordination and delivery of the project including recruiting and managing the project volunteers, liaising with other project partners, organising events, promoting the project, ensuring that the project runs to its schedule and within budget and completing comprehensive project evaluation.

Key responsibilities:

Volunteer Management

- Recruit and manage a team of volunteers (including volunteers with a learning disability) to assist with all aspects of the project (including interviewing, editing, transcribing, graphic design among others)
- Ensure that volunteers are appropriately trained and supported
- Support volunteers to undertake all project visits and activities, including interviewing, archiving and the production of project materials (with support from the Advocacy Assistant)
- Keep a record of the amount of volunteer time that has been contributed to the project

Maintaining Relationships with Key Partners

- To lead the project steering group and ensure that meetings take place bi-monthly
- To communicate regularly with the project's key stakeholders including local history societies, the library service and the Open University among others.

- To ensure that the views and experiences of all partners are effectively fed into the development and delivery of the project.
- To work with SAaA Advocates to identify and recruit interviewees

Organising Events

- Lead in organising project events including the Launch and Celebration events, exhibitions, drama productions (with assistance from the drama facilitator) and any other community event.
- Identify suitable, accessible community venues to ensure that local communities can be actively involved in the project
- Ensure that events are well-publicised and that core stakeholders are invited to attend
- Arrange for sufficient volunteers to facilitate the running of events

Communications and Promotion

- Oversee the development of the project website
- Regularly update the website content to maintain interest
- Manage the social media activity of the project (facebook, twitter etc)
- Publicise the project in the local press at appropriate junctures in partnership with the Peer Advocacy Manager and CEO.

Oversight and Coordination of Project Activities

- Work with Steering Group to ensure that project activities take place in accordance with the pre-agreed schedule
- With support from the Finance Officer and CEO, ensure that project expenditure remains within the budget
- Prepare regular reports on the project's progress to the Peer Advocacy Manager and CEO

Person Specification

| Qualifications |
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| Essential <ul style="list-style-type: none"> Educated to Degree Level |
| Desirable <ul style="list-style-type: none"> Qualification in Archiving or Records Management |
| Experience |
| Essential <ul style="list-style-type: none"> Minimum of 2 years' previous experience coordinating multi-stakeholder projects Experience recruiting and managing volunteers Experience of event organising Experience of publicity, promotion and marketing (including social media) |
| Desirable <ul style="list-style-type: none"> Experience conducting historical research Previous Experience in Oral History would be advantageous Experience of working with people with learning disabilities and/or complex communication needs Previous experience working on HLF-funded projects Experience in archiving, cataloguing and/or the management of records |
| Personal Attributes (Values and Behaviours) |
| Essential <ul style="list-style-type: none"> Strong personal interest in heritage and/or the history of learning disability Demonstrates anti-discriminatory and non-judgmental behaviour Commitment to the principle of social inclusion Well organised and self-motivated Leads through example and is a model of professional integrity Demonstrates enthusiasm and passion for the organisation's mission Motivates people and values and seeks out others contributions Able to work on own initiative and prioritise workload to meet deadlines Flexible approach to working evening and weekends where necessary Willing to contribute views and share experiences Flexible attitude to supporting other members of the team Willing to learn and open to new ideas Works proactively to solve problems Commitment to supporting, coaching and mentoring colleagues |

Skills

Essential

- Excellent ability to make complex information easily understood both verbally and in written formats
- Excellent Digital and IT skills, including social media, websites, report writing and presentation of information
- Excellent listening and communication skills
- High level of organisational ability

Desirable

- Historical research skills
- Full driving licence and own transport
- Audio/Video editing skills
- Touch-type/transcription skills
- Graphic design skills

Knowledge

Essential

- Knowledge of safeguarding legislation, policy and practice in relation to children and vulnerable adults
- Understanding of confidentiality in practice and potential conflicts
- Knowledge of equal rights and disability discrimination

Desirable

- Knowledge of historical research methods
- Knowledge of Oral History techniques and methodologies
- Knowledge of social inequalities facing people with learning disabilities
- Knowledge of community issues in and around Solihull