



The Tales and Trails of the Tillingbourne Valley

Project Coordinator

REPORTING TO: Chairman, Surrey Hills Society

CONTRACT: £28,080 pro-rata (£18,720 per annum for 24 hours per week). 18 month fixed term contract.

ROLE SUMMARY:

An experienced and enthusiastic Project Coordinator with a good understanding of digital media is needed to deliver our HLF funded project. Based at Shere Museum, the Coordinator will recruit, train and manage a team of volunteers to deliver an outstanding programme that will research and archive the industrial heritage of the Tillingbourne Valley and inspire a new generation of volunteers and enthusiasts.

CONTEXT:

The Surrey Hills Society is an independent charity promoting the positive enjoyment and care of the Surrey Hills Area of Outstanding Natural Beauty for those who live, work in, or visit the area. The Society encourages people to explore and learn about the special qualities and distinctiveness of the area.

The Society is a principal partner in delivering the Tales and Trails of the Tillingbourne Valley project which is funded by the Heritage Lottery Fund. The Tillingbourne Valley is situated within the Surrey Hills. The aim of the project is to ensure that people will have learnt about its heritage by raising awareness of this nationally important historic landscape and supporting its communities to work together to rediscover, record and manage its unique industrial, cultural and natural heritage.

This is a key role which will manage day to day coordination of the Project through project partners and volunteers. Reporting to a Steering Group and predominantly based at Shere Museum, you'll have the flexibility to work diverse hours and be the key point of contact for volunteers and project partners.

RESPONSIBILITIES

The consultant will have responsibility to:

- Recruit, motivate and lead the Project volunteers
- Plan and oversee the delivery of a programme of workshops and events
- Coordinate publicity and promotion of the project through print, web and social media.
- Regularly attend meetings and support events on behalf of the Project
- Support the Steering Group with the smooth running administration and day to day activities of the Project
- Project a friendly, helpful and approachable image of the Project and the Surrey Hills Society
- Work with volunteers to ensure that there is a clear and coherent approach to all Tales and Trails of the Tillingbourne Valley workshops and events.
- Ensure that attendance and support for events and workshops are maximized, taking affirmative action if not
- Keep up-to-date with relevant policy, practice, projects and issues affecting the Project and the role of the Surrey Hills Society
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

ACCOUNTABILITIES OF THE ROLE:

Budget Responsibility:

To work with the Executive Group to plan, monitor and report on the £120,000 budget

Internal Contacts:

Chairman of Surrey Hills Society, Surrey Hills AONB team, Shere Museum staff and Surrey Heritage.

External Contacts:

Steering Group, parish councils, Project volunteers, Surrey Hills Society Trustees and Members, Surrey Heritage, Surrey Hills AONB Board, and local interest and history groups

PERSONAL QUALITIES

1. An inspirational leader and communicator with children and adults.
2. Strong interpersonal skills and the ability to work with colleagues and partners at all levels within the Society, Steering Group and volunteers.
3. Ability to work independently and on own initiative.
4. A good team player.

KNOWLEDGE:

Essential:

1. Experience in developing and managing volunteer projects for heritage attractions, countryside sites, museums or galleries, or similar.
2. Experience in delivering volunteer and learning programmes.
3. Demonstration of IT proficiency.
4. Enhanced DBS check (or willingness to undertake one)

Desirable:

1. Experience of teaching, community engagement or interpretation
2. Demonstration of previous budgetary responsibility
3. Awareness of the Tillingbourne Valley and its industrial heritage
4. Understanding of museums and heritage sector
5. Educated to degree level in a related discipline.

SKILLS AND EXPERIENCE

Essential:

1. Experience of working with volunteers.
2. Excellent written and oral presentation skills.
3. Effective time and resource management.

Desirable:

1. Understanding of current volunteer and education policies and practice.
2. Experience of promoting and marketing events – including the use of digital media
3. Capable of evaluating, recording and reporting performance in an accurate manner.

Further details:

All expenses will be reimbursed in agreement with line manager.

The consultant needs to be able to work flexible hours and attend meetings and events in the evening and on some weekends – to be agreed in advance with line manager.

The Coordinator must be registered self –employed or a registered business/consultancy and will be responsible for their own NI, tax and insurance.

The Coordinator will need to be available to use the office at Shere Museum and visit Surrey Hills AONB Office in Mickleham, as required, where desk space will be set aside for them.

CVs and covering letter to be emailed or posted to:

Ms Christine Howard
Chairman, Surrey Hills Society
c/o Green Grove, Sweetwater Lane
Shamley Green
Surrey GU5 0UP

Email: choward006@gmail.com
Phone : 07879841000

Applications close: Friday 5th June 2015 at 5.00

Interview date: Wednesday 17th June 2015 at Shere Museum, Shere, Surrey GU5 9HE