

## Advert for Activities Coordinator for the Consuta Project

Job Title	Activities Coordinator
Organisation	The Consuta Trust
Location	Beale Park nr Pangbourne
Fee	Daily rate of £180.
Type	Self-employed, part time role averaging one day per week, fixed-term contract for 18 months. Day hours from 9:30 to 16:30
Closing Date	31 <sup>st</sup> May 2017

### **Activities Coordinator**

The Consuta Trust is a charitable organisation which looks after the 118 year old historic steam launch Consuta. The Trust is looking for an enthusiastic individual who will have responsibility for delivering an activity plan for this exciting project which includes learning engagements with the public.

The Consuta Project will last one and a half years supported by the Heritage Lottery Fund and is aimed at helping to conserve Consuta and involve more people in the history of steamboats.

Restoration work on Consuta was completed in 2001 since then the steam launch has been displayed at public events each year. The Trust will upgrade the steam launch with a replacement heritage boiler. For this project the Trust will establish a display exhibition at Beale Park to bring the heritage to a much wider audience, the park have over 150,000 visitors each year.

The Activities Coordinator will work for the Trust to help inspire active engagement in the interpretation and exploration of the heritage through active involvement. Learning focused activities at the Beale Park exhibition unit will bring the whole project together by engaging people in a range of activities, encouraging and leading participants on a journey of discovery and enjoyment.

This post is supported by the Heritage Lottery Fund as part of the Consuta project. The Activities Coordinator will be contracted on a self-employed basis. Please see below for more details.

#### **Purpose:**

The successful applicant will have responsibility for delivering the project activity plan, including volunteering, community engagement, and learning. The post holder will set up and manage the Activities programme as shown in the project plan, help recruit and manage volunteers, develop community partnerships. Set up and develop and deliver the programme of activities and events, keeping records, carry out evaluation and provide reports.

#### **Fee, Duration and hours:**

The contract duration is for 18 months, this will be 60 days of part time work excluding the winter months, paid at a fee of £180 per day. The contract will be renewed subject to satisfactory review and appraisal after six months. The role requires flexibility and it will be necessary to work some weekends.

**The position reports to:** Project Manager (Trustee of The Consuta Trust).

The appointee will be expected to take responsibility for their National Insurance and Tax liabilities and preferably have personal liability insurance.

**Location:** The Activities Coordinator will be based at an exhibition trailer unit at the Beale Wildlife Car Park near Pangbourne, but may also do some work from home.

### **Background Information:**

The Consuta project is an 18 month project funded by the Heritage Lottery Fund (HLF). It is designed to safeguard and conserve the historic steam umpire launch Consuta with the installation of a replacement heritage boiler, and during the project timescale the aim is to inspire active involvement and exploration of the steamboat heritage through various activities. The project will engage people of all ages in a range of activities and events, aimed to encourage and lead participants on a journey of self-discovery and personal enhancement. Note that the Beale Park visitors are many young family groups.

Tasks and Responsibilities of the Activities Coordinator:

- Develop, deliver and evaluate the programme of activities as outlined in the Consuta Project Activity Plan;
- Deliver, monitor and support volunteering and community engagement as outlined in the project Activity Plan;
- Work with the Project Manager (Trustee) to further develop the Friends of The Consuta Trust
- Lead on the recruitment, training and deployment of volunteers, helping to increase the diversity of volunteers;
- Actively engage with local communities, especially in identifying target areas, to determine needs and encourage participation in the Consuta Project
- Liaise with local partners to set up a Teacher Advisory Group and develop and deliver learning opportunities for schools and colleges;
- Develop and deliver a programme of community activities and events
- Collaborate with the project manager and designers on the development and installation of exhibitions and interpretation material;
- Evaluate the project including gathering project data and reporting on achievement of targets;
- Undertake administrative tasks including maintaining project budgets, ordering resources, booking accommodation, organising visits, and making regular reports to the Trust
- Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements;
- Complete formal written reports including a final project report as required.

The appointed person will be expected to work closely with the Project Manager.

### **Additional Information**

#### **Health and Safety**

The Activities coordinator must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for visitors and all others. All contractors have a responsibility to manage risk within their sphere of responsibility.

The Activities coordinator is accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and is responsible for reporting incidents, being aware of the risk management strategy and emergency procedures as required.

A computer/printer/scanner will be provided to help manage the project data and paperwork

#### **Data Protection**

The Activities Coordinator will be required to process and/or use information held on a computer. He/she will also be required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### Person Specification

<b>Education and training</b>	Important	Useful
A degree or similar qualification in a relevant area, such as cultural/marine heritage community engagement		Yes
Knowledge of Thames boating history, community volunteering, learning, interpretation and activity issues		Yes
Possession of a current First Aid Certificate		Yes
<b>Experience</b>		
Previous experience of working in the arts/community/heritage sectors, delivering volunteering, audience development or learning activities	Yes	
Experience of working with a range of communities	Yes	
Experience of developing and delivering learning programmes	Yes	
<b>Knowledge, Skills and Abilities</b>		
Effective interpersonal, communication and presentational skills	Yes	
Ability to take initiative, identify priorities and plan activities, manage several project elements simultaneously and balance competing demands	Yes	
Competent IT skills and the ability to be self-sufficient in terms of administration	Yes	
Understanding of financial management	Yes	
Knowledge of local communities		Yes
<b>Personal Qualities</b>		
Ability to self-motivate and organise and balance priorities	Yes	
Enthusiastic, approachable and confident	Yes	
Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours	Yes	
<b>Other</b>		
Has an up to date DBS check or willingness to undertake one	Yes	

#### Information required from you

- Response to the job description, explaining what you can bring to this role.
- Details of relevant experience and education, including where and when undertaken. A CV may also be included
- Details of two previous clients/employers who would be willing to provide references if required

A copy of the project Activity Plan is available by email on request, please see contact details below.

Closing date for submissions is 31<sup>st</sup> May 2017

Start date: TBA