

## Advert for Project Assistant for the Consuta Project

Job Title	Project Assistant
Organisation	The Consuta Trust
Location	Beale Park nr Pangbourne
Fee	Daily rate of £100.
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

### **Project Assistant**

The Consuta Trust is a charitable organisation which looks after the historic steam launch Consuta. The Trust is looking for an enthusiastic individual who will help deliver an activity plan for this exciting project which includes learning engagement 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 successfully displayed at public events each year. The Trust will upgrade the steam launch with a replacement heritage boiler. For The Consuta project the Trust will establish a display exhibition at Beale Park bringing the heritage to a much wider audience, Beale Park have over 150,000 visitors each year.

The Project Assistant will be responsible to the Activities Coordinator and will help with public engagement through interpretation and exploration of the heritage by active involvement. The project will engage people in a range of specific activities, designed to encourage 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 Project Assistant will be contracted on a self-employed basis. Please see below for more details.

### **Purpose:**

The successful applicant will help deliver the activity plan as shown in the project plan and help the Activities Coordinator in all matters including keep records, for the activities organisation and evaluation reports.

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

The contract duration is for a period of 18 months during from excluding the winter months, this will be 40 days of part time work paid at a fee of £100 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 and on your own.

**The position reports to:** Activities Coordinator

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

**Location:** The Project Assistant 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 in a range of activities and events, aimed to encourage and lead participants on a journey of self-discovery and personal enhancement.

Tasks and Responsibilities of the Activities Coordinator:

- Help develop, deliver and evaluate the programme of activities as outlined in the project Consuta Activity Plan;
- Help 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
- Help the recruitment, training and deployment of volunteers;
- Actively engage with local communities, especially in identified 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
- Help with the project manager and Activities Organiser on the development and installation of exhibitions and interpretation material;
- Help the gathering of project data and reports
- Help the Activities Coordinator in all work at the exhibition unit
- Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements;

The appointed person will be expected to work with the Activities Coordinator and the Project Manager.

## **Additional Information**

### **Health and Safety**

The Project Assistant 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 Project Assistant 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 and attendance at training as required.

### Person Specification

<b>Education and training</b>	Important	Useful
A 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 with the public	Yes	
Experience of working with a range of communities		Yes
Previous work delivering learning programmes		Yes
<b>Knowledge, Skills and Abilities</b>		
Effective interpersonal, communication and presentational skills	Yes	
Ability to take initiative, and work on your own	Yes	
Competent IT skills		Yes
Understanding of financial management		Yes
Knowledge of local communities		Yes
<b>Personal Qualities</b>		
Ability to self-motivate, 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