



LOTTERY FUNDED

The Consuta Project requires a Project Assistant

The Consuta Trust are seeking to appoint a part time Project Assistant to help our Project Manager by organising various activities. The appointment will be on a part time hourly paid basis lasting from November 2018 to December 2019.

The Consuta Project is managed by the Consuta Trust and is funded by a grant from the Heritage Lottery Fund to carry out a major historic restoration of the 50 ft 1898 steam umpire launch Consuta. The HLF grant requires the Consuta Project to establish a variety outreach activities explaining and showing to the public the purpose of the project.

The Project Assistant will be expected to arrange and supervise details of an activity programme for the Consuta Project, which will involve organising public visits to museums and other places of interest or to events that have connections with River Thames boating history and the use of steam launches. Organisation work may also include the possibly of arranging transport to the venue from central locations if required.

Another part of the Assistant's responsibilities will be to arrange talks to be given by guest speakers who have specific knowledge of topics relate to our Consuta project objectives; these will be held at suitable mid Thames locations.

The successful applicant should have an outgoing personality, be able to work on their own without supervision, and will be expected to make all detailed arrangements for the range of project activities.

The Project Assistant post will be able to work from home while arranging some of these activities, but will be expected to be present at all the project events (talks/visits) in order to look after activity details and the attending visitors.

The Manager of the Consuta Project will be able provide a list of possible talks, visit locations and contacts, the Project Assistant however will be able to develop this further.

The rate of pay is negotiable but could be up to £14 an hour depending on experience and qualifications. The work of the person appointed will be checked by regular assessments of results, the project will end December 2019.

We anticipate making the appointment by the end of October 2018. If you are interested and would like to discuss or know more about the work, please contact Brian Smith

phone:- 07486 606130

or email:- activities@consuta.org.uk