



Job Description : Heritage Project Officer - Rock Hall Revival Project

Reports to: Operations Manager – Banana Enterprise Network

Based : Home Based

Salary: Commissioned Role

Overall Purpose of Role

To work with stakeholders including residents, community groups and staff members, to develop and deliver the community and heritage aims and outcomes of the National Lottery Heritage Funded Rock Hall Revival project.

Rock Hall is a Grade 2 listed building, situated in Moses Gate Country Park in Farnworth, near Bolton, Lancashire. It is in a “fair” state of repair and currently boarded up. Our Rock Hall Revival Project aims to bring the building back to life as a community owned asset, providing a variety of activities and services to park users and beyond.

We have secured a Development Phase Grant and are developing the project to inform an application for Delivery Phase funding to The National Lottery Heritage Fund. This Heritage Project Officer role has been newly created as part of this development work. It is important that applicants understand this context and how the role is very important to our project and what we are striving to achieve.

The post holder will work directly to the projects Operation manager but will also benefit from access to the Bolton Museum and Archive Team, its collections and professional networks.

This role would suit consultants who have previous community heritage, interpretation, archive and engagement experience. This is a fixed term consultancy opportunity until **February 2025**.

Consultancy Fee

Consultancy Fee available = £20,500 inclusive of all costs

Number of Days required = 136.6 days based on 8hrs per day @£150 per day

1. Key Tasks and Responsibilities

- Identifying and connecting with established community groups, arts and heritage groups and community centres within the local area and build relationships with key community representatives.
- Lead the development and delivery of a programme of communications and activities, including appropriate events/workshops/tours/story gathering and social media content with the above groups.

- Establish relationships with representatives of other stakeholder groups (including local councillors, central and local govt., potential users, businesses, cultural institutions, and student community), and other heritage projects in the local area.
- The recruitment management and training of a pool of volunteers.
- Working closely with the Operations Manager and Bolton Council to establish an evaluation methodology to record and assess community engagement, needs and success.
- Working with Bolton Museum's Museum and Archive team to agree a collections management process for the project and adhering to it for acquiring, documenting, disposing, conserving, digitising and interpreting objects.
- Reporting regularly to the project team.
- Carrying out other tasks that may arise through the project's development.
- Work with interpretation designers to develop the interpretation scheme for Rock Hall and website and ensure that community co-production informs design and interpretation. Work with appointed contractors and in conjunction with the Operations Manager/Project Manager to create a Community Archive
- Work with the Operations Manager to create a programme of Heritage Themed activities (in line with the Activity Plan) that will attract interest, support and participation of the local community and service users
- Lead on recruitment of and engagement with beneficiaries for activity plan activities
- Provide project administrative support to Operations Manager e.g. attend activities, complete client engagement paperwork, obtain/collate customer feedback and analyse etc.
- Work with other teams in the development and promotion of information and resources both printed and online.
- Ensure performance management outcomes are met and relevant statistics and information are collated and that recommendations are implemented
- Work with Operations Manager on volunteer management and recruitment
- Checking eligibility of participants and providing information, advice and guidance where appropriate
- Assist other staff with project reporting/project management and project activities as required
- Take minutes at Monthly Project Team meetings and other meetings where required.

Other Tasks

- Support the Operations Manager and Project Manager where required.
- Contribute to wider Banana Enterprise Network outcomes
- Ensure that all administrative processes are adhered to and kept up to date.
- Take initiative for identifying problems and proposing workable solutions to issues that arise within your own areas of responsibility.
- Work with the colleagues and managers to plan tasks that need to be completed
- Providing an efficient client-focused service.
- Work co-operatively, flexibly and supportively as a member of the Operations Team

Corporate Responsibilities

- To champion and promote equal opportunities, inclusivity and diversity both in your area of work and the wider organisation.
- To maintain awareness and ensure compliance with corporate policies including safeguarding, confidentiality, health and safety and data protection

- To work in line with Banana Enterprise Network and Bolton Council values
 - To actively contribute to organisational cohesion, encouraging cross-team working, and a problem solving approach
 - To contribute to the overall National Lottery Heritage Fund project objectives and outcomes
 - To work with limited supervision.
 - To attend meetings and provide feedback.
 - To prioritise the workload in order to meet tight deadlines
 - To take a flexible approach to work to meet the needs of the project. , **KEY OUTCOMES**
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- Engagement events and workshops are delivered.
 - More local residents know about the history of Rock Hall, Moses Gate Country Park and Farnworth.
 - More residents, especially those in the targeted groups, engage with project activities/events.
 - Community Archive is established on the Rock Hall website
 - More local stories relating to Farnworth's industrial heritage are gathered and shared.
 - Material is gathered and prepared for a Rock Hall/Farnworth exhibition.
 - Members of the community become actively involved in the project.
 - Relationships with other stakeholders are strengthened and developed.
 - Information is gathered to feed into the project evaluation

2. Person Specification

Essential

- Proven experience of working with a range of organisations with varying needs.
- Excellent communication skills at all levels, particularly in verbal communication and interacting with others effectively.
- Experience of producing and presenting reports.
- Self-starter with ability to work on own initiative and as part of a team.
- Flexibility to work weekends and evenings as required.
- Genuine interest in the community and the project.
- Ability to plan and run events.
- Minimum 2 year track record of Heritage research, developing interpretation
- Experience of working within a similar environment
- Client recruitment, engagement and project admin support experience (at least 2 years)
- Experience of recruiting and managing a pool of volunteers
- Minimum of 2 years' experience in developing and delivering Heritage based community engagement activities
- Excellent organisational and communication skills
- Computer literate and fluent in social media (Can use Microsoft Office packages/Social media tools)
- Enthusiastic, can-do attitude with a close attention to detail
- Experience of communicating effectively with a wide range of organisations and personnel.
- Confident and pleasant telephone manner and good written and spoken English.
- Good planning, monitoring and analytical skills
- Ability to plan and prioritise own work load effectively and meet deadlines.
- Detailed and accurate approach to work tasks.
- Experience of working on own initiative and as part of a team.

- Ability to use initiative and deal with urgent matters appropriately in the absence of other team members.
- Proven experience of partnership working with other organisations
- Diligent and a Creative thinker
- Access to a car available for business use and a driving license.

Desirable

- Degree or equivalent qualification

Application process

Please submit your CV and a personal statement explaining in not more than 1000 words, why you are the right person for this role and including two relevant case studies. Please also include two referees.

Chosen candidates will be invited to an online interview.

For any queries and questions please contact Jayne Allman at jayne@bananaenterprise.co.uk

Applications should be emailed to jayne@bananaenterprise.co.uk

Closing date: **19th April 2024**