

GEM / AHI / CCML
SOUNDING OUT YOUR HERITAGE



PROJECT COORDINATOR

I. SUMMARY

Project Coordinator – £17,500 - £20,000 full-time one year contract

We are seeking a highly motivated, experienced and flexible Project Coordinator to:

- Coordinate an exciting new Group for Education in Museums (GEM) project, *Sounding Out Your Heritage* working with hard-to-reach over-60s in Kent and Medway funded by a £75K grant from the Department for Business, Information and Skills (BIS) Transformation Fund to help kickstart *The Learning Revolution*; and
- lead the administration of the heritage charity Association for Heritage Interpretation (AHI) to help sustain its membership and activities.

The project coordinator may also be involved with other projects and the administration of GEM, and will work from GEM's offices in Gillingham. We would like the successful candidate to start work as soon as possible, and although the contract is initially for one year it is hoped that the post will continue beyond one year.

Essential: Excellent project coordination, administrative and IT skills, including experience of Microsoft Outlook, Word, Excel and Access, and the internet; excellent organisational abilities with good attention to detail; excellent interpersonal skills and the ability to work as part of a team and to get on with a wide variety of people; excellent verbal and written communication skills; ability to make efficient and effective use of time, and to plan and prioritise work, occasionally under pressure.

For more details and application information:

GEM (ref TF/PC)
131 Trafalgar Street, Gillingham, Kent, ME7 4RP.
Tel: 01634 853424 or
Email: office@gem.org.uk

Closing date: 12.00, 19 October 2009 (interviews 22 October)

2. INTRODUCTION

Creative Communications (Management) Ltd (CCML) specialises in the administration of membership organisations in the heritage sector and the management of projects.

CCML has been carrying out the Group for Education in Museum's (GEM) administration since 2001 and the administration for the Association for Heritage Interpretation (AHI) since 2008.

Both GEM and AHI are membership organisations and are registered as charities. Each organises professional development events, produces publications, and maintains a website.

CCML has a full-time chief executive (Dr John Stevenson) who also acts as GEM's director. Fenella Hunt (GEM's deputy director) works in the same office. John Stevenson is also currently chair of the Interim Board for the new Council for Learning Outside the Classroom.

With an increase in workload, we need to recruit a new full-time member of staff to join a small team of staff who work flexibly and undertake a wide range of tasks from GEM's office in Gillingham, Kent. It is possible that the project coordinator may be able to work from home occasionally.

3. THE LEARNING REVOLUTION

The White Paper, *The Learning Revolution*, was launched by the Department for Business, Innovation and Skills (BIS) on 23 March 2009 and sets out the Government's strategy for informal adult learning. It recognises the profound importance of informal adult learning to people's lives and our nation's well-being. It reaffirms cross-government commitment to informal learning and sets out how the Government will act as an enabler, capacity builder and connector to maximise the potential benefits.

A key element of this new strategy is the £20 million Transformation Fund which offers funding for innovative informal adult learning projects in England. Across the nation, a diverse array of informal adult learning projects are getting underway, ranging from creative music master classes for people out of work or education, learning adventures for isolated older people and reading opportunities for the over 60s. The projects, many spearheaded by partnerships between public, private and third sector organisations, will help improve mental health, physical well-being, active citizenship and community cohesion, as well as providing a stepping stone towards further learning, qualifications and employment for many people.

To read the Learning Revolution White Paper and to find out more about the Transformation Fund and other key initiatives, visit

http://www.dius.gov.uk/skills/engaging_learners/informal_adult_learning/white_paper#

4. SOUNDING OUT YOUR HERITAGE

GEM is delighted to have won Government funding bid to help kickstart *The Learning Revolution* in Kent and Medway. We have secured £74,500 from the Government as part of a 'learning for pleasure' innovation spearheaded by the Department for Business, Innovation and Skills (BIS). This grant is from the £20 million Transformation Fund, launched by Government to offer funding for innovative informal adult learning projects in England. This brings to life *The Learning Revolution*, a White Paper presented to Parliament in March 2009.

Sounding Out Your Heritage, one of over 213 winning projects, will enable hard-to-reach over-60s in Kent and Medway to come together in small groups to explore and shout about their personal, local, national and cultural heritage.

We will provide learning support to hard-to-reach over-60s to help them explore their heritage and produce a resource which will enable others to learn about their heritage too. We will celebrate these resources and make them available throughout Medway and Kent. We will develop these resources in partnership with a number of "seed" groups. We will produce toolkits based on their work which will enable and encourage others to learn and shout about their heritage.

Through these activities and resources we will achieve the following:

- more over-60s in Kent and Medway engaged with learning
- more opportunities for over-60's in Kent and Medway to learn
- greater enthusiasm for and investment in learning stimulated amongst this group
- more opportunities to explore and better understand their own and/or other people's heritage
- wider variety of opportunities to tell others about who they are and what their heritage is
- more community cohesion promoted in Kent and Medway by people finding out about and understanding one another.

By partnering GEM with local media and governmental organisations, the project will create links between learning resources and local community groups. Through the use of websites, broadcasting and technology, the project will contribute to making the informal adult learning infrastructure more flexible and more accessible. By producing toolkits and establishing a model for working with small groups of over-60s, the project will develop informal adult learning practice and increase the chances of independent adult learning.

The Sounding Out Your Heritage project will end on 31 March 2010.

5. JOB PURPOSE

- coordinate the exciting new GEM project *Sounding Out Your Heritage* working with hard-to-reach over-60s in Kent funded by a £75K grant from the BIS Transformation Fund;
- be the team leader for the administration of AHI
- undertake the coordination of other projects as required
- help to carry out all administrative tasks required to sustain the memberships, activities and governance of GEM, AHI and any other organisations which CCML may administer;
- help with overseeing and coordinating the activities of CCML's office

6. TASKS

- supporting the Project Manager in the overall co-ordination and development of the project plan
- assisting the Project Manager in maintaining and managing the project budget and liaising with others to make sure correct procurement processes are followed
- maintaining a project plan and producing appropriate regular reports
- monitoring production of project deliverables against the plan, and ensuring quality and consistency is maintained
- maintaining project documentation and archive
- ensuring best project management practice and that lessons learnt are taken forward appropriately
- training others in project related processes as required
- maintaining membership databases (Access); sending out invoices and reminders; liaising with subscription agents; dealing with enquiries
- managing production and distribution of both printed and electronic publications and communications
- managing professional development events such as one day training events, annual residential conferences and study weekends including liaison with presenters, venues, caterers etc and the checking of contracts and invoices
- processing applications for professional development events and maintaining delegate databases (Access), including issuing invoices and reminders, and preparing delegate packs
- managing bursary and award schemes including promotion, logging applications, collating judges' decisions and comments, liaising with winners and organising award ceremonies
- dealing with enquiries by telephone, fax, email and post, and liaising with trustees and others concerning specialist enquiries
- logging post and recording receipts whether by cheque, BACS or card
- maintaining accurate records of income and expenditure using Excel spreadsheets, entering information into bookkeeping software, and producing management accounts
- supplying relevant information to accountants, auditors, legal representatives, Companies House, Charities Commission and other statutory bodies
- providing administrative support to chairs, boards, committees and working groups by arranging meetings, preparing administrative reports, circulating papers and taking notes of meetings
- producing content for publications, websites and email forums
- administering requests for placing of advertisements on websites and in publications, including invoicing
- maintaining stocks of stationery and publications, and supplying as required
- liaising with local groups and collecting and distributing information

- providing administrative support to the chief executive and other senior staff
- managing the procurement of products and services such as publications, office equipment and supplies, communications, travel, design, accountancy, insurance, legal services, etc
- adhering to current health and safety and other relevant legislation
- undertaking any other duties as may reasonably be required by CCML

The Project Coordinator will be employed by CCML on a full-time basis on an annual salary of between £17,500 and £20,000 per annum depending on experience. The person appointed will be line-managed by John Stevenson but will report to the Project Manager for work on the *Sounding Out Your Heritage* project. The Project Coordinator will work from CCML's offices, although the Project Coordinator will be expected to travel to meetings across the UK occasionally. Some home-working may be possible. Travel and subsistence expenses will be reimbursed according to GEM guidelines.

7. PERSON SPECIFICATION

Essential:

- At least two years' experience of coordinating projects
- Knowledge of project planning and management procedures, practices, and techniques.
- Excellent administrative and IT skills, including good experience of Microsoft Outlook, Word, Excel and Access, and the internet;
- Excellent organisational abilities
- Excellent interpersonal skills and the ability to work as part of a team and to get on with a wide variety of people
- Excellent verbal and written communication skills
- Reliability, accuracy and attention to detail
- Ability to make efficient and effective use of time, and to plan and prioritise work, occasionally under pressure
- Ability and willingness to travel to occasional meetings and events, and to stay overnight if required

Desirable:

- Knowledge of structured project management techniques
- Experience in financial management, bookkeeping and payroll
- Experience of maintaining office computer systems and skills such as setting up mail merges in Word and writing of queries and reports in Access
- Experience of supporting boards of limited companies or charities including taking of board minutes
- Experience of working in the voluntary sector

- Interest in learning and interpretation in the heritage sector

8. APPLICATION PROCEDURE

Applicants should send a CV and a covering letter outlining their particular skills, experiences and strengths in relation to the post giving specific examples (no more than four sides of A4 in total) and their earliest possible start date to:

GEM (ref TF/PC)
131 Trafalgar Street, Gillingham, Kent, ME7 4RP.
Tel: 01634 853424 or
Email: office@gem.org.uk

Due to the current disruption in postal services we recommend that you send your application by email or by fax, or deliver it by hand to the office.

We will acknowledge the receipt of all applications sent by email, but please send a stamped addressed envelope if you would like an application sent by post to be acknowledged. Please assume your application has been unsuccessful if you do not hear that you have been invited to interview by 22 October.

9. CLOSING DATE: 12.00, 19 OCTOBER 2009

Interviews will be held in Gillingham on 22 October and candidates should be prepared for a formal interview and to undertake some practical tasks – details of which will be given when invited for interview. The successful candidate will commence work as soon as possible.

Please note the interview date of 22 October and try to keep it free if you would like to be interviewed as it is unlikely that we will be able to make alternative arrangements.

Applicants should also include the names and addresses of two referees – one of whom should be your current or most recent employer. We will contact your referees if you are invited to interview. Please let us know if this is not convenient.

Applicants are welcome to telephone Dr John Stevenson on 01634 853424 for an informal discussion about the post before submitting their application.