

SOUNDING OUT YOUR HERITAGE

PROJECT MANAGER

I. SUMMARY

Project Manager – £25,200 (pro rata) full-time six month contract

We are seeking a highly motivated, experienced Project Manager to deliver an exciting new 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*.

Sounding Out Your Heritage 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.

The Project Manager will:

- be responsible for planning the project and ensuring that it is completed successfully, within the given deadline (end March 2010) and agreed budget;
- use their excellent management skills to coordinate the entire project team and also clients and stakeholders;
- have direct experience of working with over-60s as well as proven project management experience and skills.

The Project Manager will work from GEM's offices in Gillingham. We would like the successful candidate to start work as soon as possible.

Essential:

Experience (preferably at least two years) of managing projects and educational or community outreach work with the over-60s; good working knowledge of project planning and project management procedures, practices, and techniques; good influencing and leadership qualities, and effective team management skills; excellent communication (verbal and written) and interpersonal skills, and the ability to lead and work as part of a team and to get on with a wide variety of people; and 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/PM), 131 Trafalgar Street, Gillingham, Kent, ME7 4RP.
Tel: 01634 853424 or Email: office@gem.org.uk

Closing date: 12.00, 19 October 2009 (interviews 21 October)

2. GEM

The Group for Education in Museums (GEM) believes that our heritage provides distinctive opportunities for learning, and aims to make that learning accessible, relevant and enjoyable to all. GEM:

- supports heritage organisations and education practitioners in developing and sharing best practice in heritage learning
- develops and delivers innovative learning projects that contribute to sustainable development in heritage education
- works in partnership with other organisations to contribute to important government agendas and the cultural economy
- advocates the benefits of heritage learning in terms of individual and social welfare

GEM is the UK's leading training and advisory body in heritage education. It aims to develop a professionally updated, innovative and energised workforce that brings learning to the foreground within museums, heritage organisations and the sector as a whole. GEM has built a strong reputation for CPD support. With over 2,000 members and extensive regional, national and international networks, GEM has an excellent track record in providing high quality training and resources which meet demand. Consequently, GEM has now become a leading advocate for heritage education both within the sector and beyond. GEM has been involved in initiatives such as the Learning Outside the Classroom Manifesto and has developed innovative learning projects in partnership with organisations including the Department for Children, Schools and Families; Museums Galleries Scotland; and Museums Archives and Libraries Wales. By combining training and resource development with innovative project work and policy development, GEM is able to constantly improve what it offers and break new ground in heritage education.

GEM is a membership organisation and is registered in England as a charity and a company limited by guarantee. It is governed by a board of trustees, chaired by John Reeve – the other trustees are Katy Archer, Bruce Burford, Jim Butler, Sharon Goddard, Emily Leach, Izzy Mohammed, Nick Winterbotham and Vicky Woollard,

GEM has a director, Dr John Stevenson, a deputy director, Fenella Hunt, and a small admin team who work from GEM's office in Gillingham, Kent. John Stevenson is also currently chair of the Interim Board for the new Council for Learning Outside the Classroom.

The Project Manager will work from GEM's offices, and organise *Sounding Out Your Heritage* events and activities in the local area. The Project Manager 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 to 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-60s 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 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 main outputs of the project will be products and resources which will encourage and enable further learning about personal, local, national and cultural heritage.

There will be six "seed" groups of learners which will continue to meet and learn and provide the template for the development of future learning groups.

Toolkits will be developed and made available locally and nationally to support other groups or individuals in engaging with heritage learning.

Other outputs include:

- advocacy and publicity materials promoting the work of the project and its objectives.
- project report detailing the implementation of the project and highlighting lessons learned.
- evaluation report measuring the impact of the project.
- establishment of partnerships and models for working that are sustainable. These working relationships may continue beyond the life of the project and the models of working may be transferred across into many other locations and contexts.

5. MAIN JOB PURPOSE

- be responsible for the overall direction, coordination, implementation, execution, control and completion of 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.

6. MAIN TASKS & RESPONSIBILITIES

- lead the planning and implementation of the *Sounding Out Your Heritage* project
- facilitate the definition of the project's scope, goals and deliverables
- define project tasks and resource requirements
- develop project plan
- manage project coordinator (who is also employed on other tasks working to a different manager)
- assemble and manage project staff and freelancers
- manage project budget
- manage project resource allocation
- plan and schedule project timelines
- track project deliverables using appropriate tools and quality assurance
- manage risks and issues
- develop and implement an equality, diversity and inclusion policy for the project
- constantly monitor and report on progress of the project to all stakeholders
- present reports defining project progress, problems and solutions
- implement and manage project changes and interventions to achieve project outputs
- set up and run project steering group
- produce and distribute publicity pack
- establish working partnerships with local media and government organisations

- recruit 10 learners for each of the six “seed” groups
- consult with each seed group, establish learning objectives for each and organise suitable freelancers to deliver each group’s agreed learning programme
- organise and produce “toolkits” from the work of each group
- ensure that the work of each group is “sounded out” through local and wider media
- organise the hosting of resources in local heritage organisations or on-line
- organise event celebrating achievements of the project’s learners
- evaluation throughout the project and production of final evaluation report
- production of final project report
- adhere to current health and safety and other relevant legislation
- undertake any other project management duties as may reasonably be required by GEM

The Project Manager will be employed by GEM on a full-time six month contract for a monthly salary of £2,100 (i.e. £25,200 pa pro rata). The person appointed will report to GEM’s director, John Stevenson, and will work from GEM’s offices, although the Project Manager will be expected to travel to meetings throughout Kent, and occasionally across the UK. Some home-working may be possible. Travel and subsistence expenses will be reimbursed according to GEM guidelines.

7. PERSON SPECIFICATION

Essential:

- Experience of managing projects (preferably at least two years)
- Experience of educational or community outreach work preferably with the over-60s
- Good working knowledge of project planning and project management procedures, practices, and techniques.
- Good influencing and leadership qualities, and effective team management skills
- Ability to resolve conflicting situations and effective problem solving skills
- Excellent communication (verbal and written) and interpersonal skills, and the ability to lead and work as part of a team and to get on with a wide variety of people
- Good financial management 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
- Excellent administrative and IT skills

Desirable:

- Knowledge of structured project management techniques
- Wide experience of providing informal adult education activities in the heritage sector

- Experience of working in partnership with non-heritage organisations
- Good experience of Microsoft Office and the internet;
- Experience of working in the voluntary sector
- Interest in learning and interpretation in the heritage sector
- Experience in risk and change management

8. APPLICATION PROCEDURE

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

GEM (ref TF/PM)
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 21 October.

9. CLOSING DATE: 12.00, 19 OCTOBER 2009

Interviews will be held in Gillingham on 21 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 21 October and try to keep it free if you would like to be interviewed as it is unlikely that we would 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.