



Freelance Heritage Project Co-ordinator

St Andrew's Church, Soham:

LOTTERY FUNDED

Keeping the water out and bringing the community in

Fixed-term 7-month contract starting November 2018*

2 days per week at a daily rate equivalent to £25,000 per annum pro rata

St Andrew's Church, Soham is seeking a Heritage Project Co-ordinator with experience of community activities and events in a museum, heritage or local community setting. The successful candidate will have strong planning, communication and administrative skills and a passion and commitment to the role of heritage within the local area. Experience of working with families and children is preferable but not essential.

This role is offered on a freelance basis, the post holder being responsible for all tax and insurance. The fee is inclusive of all fees and expenses including travel.

Deadline for applications: Monday 8 October 2018

Proposed interview date: Wednesday 17 October 2018

Background

St Andrew's Church is an impressive, Grade I listed building, in the centre of Soham. The earliest parts date back to the 12th century, with subsequent generations shaping the building and its history to leave a range of interesting features and connections. From carved roof angels and medieval poppyheads, to Oliver Cromwell's granddaughter who is buried in the churchyard and Olaudah Equiano, 'The African', a former slave who gained his freedom and became a prominent abolitionist and got married in the church, it truly is an inspiring space.

'Keeping the water out and bringing the community in' is an HLF-supported project which aims to complete the first phase of a large programme of essential and urgent repairs to the building. At the same time, we will begin to bring the church's rich history and hidden glories to a wider audience. The focus of this first phase is to address the blocked gutters and downpipes, now home to an extraordinary number of pigeons. Unfortunately, the detritus caused by their activities means the water has nowhere to go but into the walls of the building. We are looking for an enthusiastic person to help us tell the story of Soham, from past to pigeons, in order to inspire new generations.

Role Purpose

To co-ordinate, deliver and evaluate the community engagement project and associated repair work at St Andrew's Church, Soham. This project is supported by the Heritage Lottery Fund.

Main Duties

- Liaise with project partners and local schools to deliver a range of community and education activities and events.
- Develop and co-ordinate an Education Working Group.

- Design, develop and deliver key interpretation to communicate aims and objectives of project to local community more widely, including co-ordination of project Q&A session and 'Wild about Churches' family/community event.
- Recruit and co-ordinate volunteers for activities.
- Be responsible for the promotion and advertising of activities and events.
- Support the Priest-in-Charge to ensure building works are completed on time to agreed standards, and, where necessary, liaise with the Parochial Church Council Treasurer to manage project budget and process payments efficiently.
- Support churchwardens and Parochial Church Council with any other administrative and planning tasks.
- Use a range of strategies to monitor and evaluate the project, producing a final evaluation report for the Heritage Lottery Fund and other written reports to the Heritage Lottery Fund, Parochial Church Council and Ely Diocese when required.
- Recognise and explore wider fundraising opportunities.

Person Specification

- Educated to degree level or equivalent; or extensive professional experience in relevant role
- Experience of working in a similar relevant role, professionally or as a volunteer
- Excellent communications skills, both written and verbal
- Excellent planning and organisational skills
- Good creativity and design skills
- Competence with standard IT packages (Word, Excel, PowerPoint) and use of digital/social media
- Experience of working with a wide range of stakeholders including volunteers desirable, but not essential
- Experience of working with families and children desirable, but not essential.
- Experience of bid writing or of grant funding projects desirable, but not essential as training can be provided.

Special Conditions

- Occasional weekend and evening work will be required.
- A valid UK driving license and access to a vehicle is essential.
- An Enhanced DBS check will be required for this post (associated expenses will be funded for the successful candidate).
- While this post is secular in its function, the post holder will be working in an environment and with colleagues which is expressly Christian; applicants need to be aware of this and be prepared to engage in that setting.

Accountable To: Priest-in-Charge and Parochial Church Council of St Andrew's Church, Soham

Terms and Conditions

This contract will be governed by the Parochial Church Council of St Andrew's Church Soham's terms and conditions for freelance workers.

Applications should include

- A letter explaining why you believe you are suitable for this role, why you are interested in it and what relevant experience you would bring to it.

- A CV including previous employment history
- Names and contact details of 2 referees including one (if relevant) from current client/employer. References will ordinarily be sought before interview for short-listed candidates. Please indicate if you would NOT be happy for this to happen.
- Evidence of Public Liability Insurance, professional Indemnity Insurance will be required.

**Please note that this post relates only to the first phase of essential repairs to the church building which is funded by an HLF grant. Further fundraising will be required to fund a much larger programme of repairs over the next few years. It is therefore possible that, for the right candidate, and subject to discretionary funding, this post might continue beyond the initial 7 month period, to assist with planning and developing that further phase of works.*

Apply by email or in writing to:

sohamvicar@gmail.com

or

The Reverend Eleanor Whalley, Priest-in-Charge of St Andrew's Church, Soham
The New Vicarage
27 The Oaks
Soham
Cambridgeshire
CB7 5FF

For an informal conversation about the role, please contact Eleanor on 01353 725948