



The Way of the Wharf Project Co-ordinator information for applicants

A grant of £19,034 has been awarded to Bideford Bay Creatives for a 14-month project called The Way of the Wharf. We are now seeking a Project Co-ordinator to plan, manage and deliver this project in Bideford.

The project will run from December 2015 to February 2016.

Contract fixed fee of £11,700 for 2 days a week for 14 months including expenses.

To apply for this post please supply a letter of application, no more than 2 sheets of A4, outlining how you match the criteria in the Person specification and how your previous experience matches the skills and experience required to fulfil this role as per the job description.

Please supply a CV with names and contact details of two referees and confirm your status as registered self-employed as this post is a freelance fixed term contract.

Please email your completed application to opportunity@bbcdevon.org

Deadline 5pm November 17th 2015

We are unable to feedback to every applicant - if you have not heard from us by the interview date then you have not been successful on this occasion.

The Way of the Wharf is a project funded by the People's Health Trust, an independent charity addressing health inequalities across Great Britain. It works closely with each of the 51 society lotteries and makes grants using money raised by the society lotteries through The Health Lottery.

The purpose of this funding is to ensure that local people can shape activities in their neighbourhood and form closer social links.

The aim of the Active Communities Programme is to fund ideas which:

- are designed and run by local people by involving participants in project design, delivery and development.
- create stronger connections between people, which are formed through sustained engagement.
- will ensure that people are doing something positive in their area and feel good about it.

The Project

In advance of the major redevelopment of Brunswick Wharf, this 14 month project will develop a sense of pride in the past and hope for the future, which will strengthen community spirit. Discovering and celebrating the community's contribution to the Wharf, historically and to the present day will bring two neighbourhoods together. People will make new connections, get to know each other better, share information and dig up the past. A Community group of volunteers, with support from the Project Co-ordinator, will meet regularly to devise, plan and put in place a programme of activities. This will include volunteer training and devising a series of public and participatory events.

Display materials will be created to celebrate Brunswick Wharf's important place in Bideford's history and also the present day. A blog and facebook page will be created to document the project and enable community contributions.

Project Co-ordinator Job Description

The Project Co-ordinator will oversee, co-ordinate and manage this 14-month project and will be responsible for setting up the voluntary group of residents who will run the project, developing activity content and programme schedule and invite other neighbourhood residents to take part in these.

Volunteers will gather stories and artefacts using audio and video equipment and will receive training to do so. They will also produce social media and blog content / posts. The Co-ordinator will recruit and manage the volunteers and their training sessions; recruit and supervise paid freelancers for presentations, walks and workshops; manage the budget and ensure project monitoring, documentation and evaluation is completed. Methods of documenting and evaluation will be agreed with the community group who will assist the Project Co-ordinator with this task.

In liaison with Bideford Bay Creatives Committee Members, put systems in place to manage the finances and the Project, keeping full, proper and up-to-date management accounts that show how the Grant has been used. Meet quarterly with the BBC Treasurer to monitor expenditure and ensure the grant is set up as a restricted fund.

Undertake a quarterly Project review. Put systems in place to track and measure the achievement of the 3 key outcomes of the Project. Manage the Outcomes and Activities plan and ensure these are delivered to ensure all milestones are achieved. This includes project planning, promotion, delivery, monitoring and review and sustainability.

Recruit, train and manage Community volunteers and ensure that at least 90% of the people the project works with come from the two fundable neighbourhoods.

Maintain a register of any Project Assets purchased with the Grant following the Funder's guidelines.

Comply with the People's Health Trust Branding Guidelines, covering how the Trust, and its Nominated Partners should be referred to in marketing and promotional materials, public relations activities, press releases, website content and design.

Produce a final report on the Project.

Project Co-ordinator - Person Specification

Essential skills and experience	How evidenced
Registered Self employed with £5m public liability insurance	Application and post interview check
Excellent organisational and time-management skills. Ability to prioritise and juggle multiple projects	Application and interview
Robust knowledge of local history and culture	Application and interview
Proven success in recruiting and managing Creative Learning tutors, leaders and cross art-form artists	Application and interview
Proven experience in Arts or Heritage Project Management including planning, delivery, monitoring and evaluation	Application and interview

Proven experience of successful grant writing bids / fundraising	Application and interview
Proven experience of working on externally funded projects and adhering to funders' requirements	Application and interview
Experience of co-ordinating a range of activities	Application and interview
Experience of organising and delivering training courses, workshops and group activities	Application and interview
Experience of working in the voluntary or community sector including recruitment and management of volunteers	Application and interview
Proven experience of budget management and producing reports for external funders	Application and interview
Able to use IT applications proficiently including Microsoft Word, Excel, Powerpoint and databases	Application and interview
Oral history training	Application and interview
Experience of setting up blogs and social media sites	Application and interview
Experience in PR and marketing	Application and interview
Experience of working as part of a team	Application and interview
High level of self-motivation and the ability to work independently	Application and interview
Excellent communication skills, written and verbal	Application and interview
Mobile with the ability to travel and access to a car	Application and interview

Desirable skills and experience

Live in Bideford and have contacts with local organisations and groups

Research and analytical skills

Knowledge of making projects sustainable beyond initial funding

Knowledge of data protection and volunteer policies

Own a laptop and digital camera. Proficiently use a laptop or tablet and a digital camera

Ability to use audio and video recording equipment

Knowledge of website software and writing website content