



LOTTERY FUNDED

Way of the Wharves – Information for Applicants

Following a successful grant bid to the Heritage Lottery Fund for £25,000, Bideford Bay Creatives are seeking a Freelance Project Co-ordinator to manage and deliver our project in Bideford from November 2017 to November 2018. Fee of £150 a day, including all expenses. 8 days a month for 12 months.

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. This post is available as a job share, please state if you wish to undertake the post as a job share in your application.

Please email your completed application to opportunity@bbcdevon.org

Deadline: 12 noon Saturday October 21st 2017

Interview date Monday October 30th 2017

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 Project

This Bideford Bay Creatives (BBC) project will discover and celebrate the community's contribution to the Wharves at East the Water, historically and to the present day. It will bring the community together to share their stories. People will make new connections, get to know each other better, share information and dig up the past. It will develop a sense of pride in the past and hope for the future, strengthening community spirit.

A Community group of volunteers, with support from the Project Co-ordinator, will meet regularly to devise, plan and deliver a programme of events and activities. This will include volunteer training; public and participatory events; a project website, Learning Resource for schools and an app for exploring the Wharves Then and Now. Also, to create a Heritage trail leaflet and public interpretation panel; collect oral histories; conduct historical research and ensure a depository for hard copy research findings so they can be shared in the public realm.

A website will be developed to act as a depository for project findings and contribute to documentation. A Facebook page has already been created to enable community contributions and dialogues to occur.

Project Co-ordinator Job Description

- Oversee, co-ordinate and manage the project
- Recruit and manage volunteers and arrange training sessions
- Recruit and supervise paid freelancers for project outcomes, activities and events
- Develop activity content and programme schedule and invite residents to take part
- Put systems in place to track and measure the achievement of the Project plan. Manage the Project plan and ensure its delivery with all milestones and outcomes achieved. This includes project planning, promotion, delivery and monitoring and review

- Undertake project monitoring, documentation and evaluation. Methods of documenting and evaluation will be agreed with the community group, in accordance with funder’s requirements, who will assist with this task
- In liaison with BBC’s Committee and Treasurer, put systems in place to manage the budget. Keep full, proper and up-to-date management accounts that show how funding has been spent
- Meet with BBC Treasurer to monitor expenditure and ensure the grant is set up as a restricted fund. Record and manage any project assets following funder guidelines
- Comply with funder’s Branding Guidelines, and how they should be referred to in marketing and promotional materials, public relations activities, press releases, website content and design
- Be main point of contact for funders, ensure all documentation required is produced and 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, groups and residents

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 and blog content