

Heritage Project and Volunteer Coordinator, Greenham Common Control Tower

Exciting new role of a Heritage Project and Volunteer Coordinator at the Greenham Common Control Tower on the edge of the former RAF base and Greenham Common, two miles south east of Newbury. The building is opening to the public in summer 2018.

You will be responsible for day to day management of this listed building, coordinating numerous volunteers and their training, and supporting a project of heritage interpretation events and public bookings.

A good humoured, lively and energetic approach is essential for this role as you will be welcoming the public, partner organisations and visitors.

This post involves regular weekend work and requires flexibility to work occasionally outside normal working hours. Time off in lieu will be provided. One year full time contract. References essential. Please note that this is a three storey Grade II listed building with only stair access to upper floors. Where no DBS certificate is held, certification will be arranged before appointment.

Salary c. £20,000 depending on experience.

Further details from meg@greenham.org.uk on 07973315062

Application is via the submission of a CV and covering letter which should be emailed to meg@greenham.org.uk by the closing date of **30 April 2018**. Interviews will take place week commencing **14 May 2018**.

Job Description follows

Greenham Common Control Tower – 12-month staff contract as Project and Volunteer Coordinator

Job Description – Project and Volunteer Coordinator

June 2018 to June 2019 salary c £20,000.

The Project and Volunteer Coordinator will work with the Greenham Control Tower Board and their professional advisors on the day to day management of the Control Tower and the HLF volunteering programme and interpretation project. The role will encompass recruitment of volunteers, scheduling and supporting the training of volunteers in

specialist skills, and running some more general volunteering skills sessions including young volunteers.

The role will have responsibilities for taking care of the building including for opening and closing the building, working with a small group of volunteer managers to arrange cover for days off and for management and scheduling of all volunteers, including their briefing, their volunteer wear, and their public interactions.

The role will also encompass support for the Board and senior project advisors on heritage liaison with museums, educators and historians. The role will be based at the Greenham Common Control Tower.

This role suits someone who is good at working with people from all backgrounds, age groups and professions. A positive and friendly outlook is essential. You should be organised and efficient

Previous experience may have been gained from a variety of backgrounds such as a duty manager in a public building, theatre, museum or heritage building as a team member. The role would also suit someone who had worked as a learning manager or teacher.

Duties will include

- Management of planning, systems and media for volunteer recruitment and sign-up and recruiting volunteers and community groups
- Supporting the coordination and management of heritage content alongside advisors, partners, museums and educators
- Day to day management of the venue
- Organisation of training sessions, research, and heritage events and coordination of commercial bookings
- Leading of some volunteer sessions and introduction of specialist trainers at other volunteer sessions
- Attending and supporting at all heritage events
- Working with media trainers to manage groups of volunteers for online media training
- Uploading content to website
- Basic financial paperwork administration, particularly volunteers' expenses
- Reporting on progress to the Board
- Process Management of any printed materials related to the project
- Promotion of Greenham Common Control Tower through social media

- Undertaking training as required
- Ensuring that all operations are undertaken in accordance with the standards of Health & Safety, including the undertaking of risk assessments where appropriate

Essential Skills

- Volunteer management including working with young adults
- Event Management experience
- Community group liaison skills
- Good office and administrative skills
- Practical organisational skills
- Strong communication skills and friendly approach
- Desirable skills and interests
- Research skills in heritage areas
- Local history interests
- Project Management Skills