

# **Bridport Town Council**

## **Activities Coordinator Bridport Town Hall Heritage and Conservation Project**

1. Location                      Bridport, Dorset
2. Fees:                              £15,000
3. Status:                            Freelance Consultant
4. Reporting to:                  The Town Clerk, Bridport Town Council
5. Introduction

Bridport Town Council has received approval from the Heritage Lottery Fund for a project focussing on Bridport Town Hall and is looking for a freelance consultant with heritage and education experience to implement the Activity Plan for the project.

The project will renovate and restore the building, conserve the heritage and develop a series of interpretative and educational materials and activities. It will preserve and enhance the building for the future and through improved physical, intellectual, social and virtual access, increase usage and develop a greater sense of civic pride and understanding of the town's cultural, social and industrial heritage.

The project will enable universal access to the building and its heritage. In terms of physical access, visitors unable to use a stair lift and families with pushchairs will be offered full access. The project will open up the building onto the central meeting area of the town, making it far more inviting and accessible so positioning it at the heart of the community. It will also enable the development of a flexible, centrally located display and exhibition space for use by community groups.

With regard to intellectual access surrounding the building's history and heritage and the insight it gives into the history and heritage of the town, the project will provide information in the form of interpretative boards and signage, audio guides and a programme of talks and tours. This will be complemented by increased usage by community groups and local organisations who have expressed an interest in developing related exhibitions and displays.

The project would look to research further potential links to formal learning sectors (both schools and lifelong learning providers) and develop a series of educational resources.

More details of the interpretational and educational projects and activities are given in the Activity Plan (available on the Town Council's web site: [www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk))

6. Overall Purpose of the Consultancy

This consultancy has been created to delivery the activities outlined in the Activities Plan.

## 7. Main duties and responsibilities

The Activities Coordinator will be responsible for:

- Project management of the Action Plan, including identification of milestones and critical paths, and ensuring deadlines are met
- Project management of specific artist led community projects within the Action Plan
- Recruit and manage volunteers
- Recruit and manage artists and other freelancers, draft contracts and ensure delivery
- Liaison with schools and community groups
- Development and production of interpretative materials
- Financial monitoring and planning of activities within the Activity Plan
- Development and implementation of a marketing plan to ensure maximum participation and dissemination of information on the Project
- Press and PR of the project
- Ensuring Bridport Town Council and key stakeholders are kept informed of all developments and issues
- Consulting with potential stakeholders and others
- Working with the Town Clerk to evaluate activities and produce evaluation reports
- Working with the Town Council to ensure sustainability of activity
- Providing regular progress reports for Bridport Town Council and key stakeholders as appropriate
- Undertake administration relating to the activities elements of the project
- Attending regular meetings of the project management team and ensuring activities are developed in conjunction with the capital elements of the project.

## 8. Contract

A fixed fee of £15,000. It is envisaged that the project will be completed within an 18 month timescale and the start date will be subject to agreement. The Activities Coordinator will be required to be flexible and adapt the timetabling of activities to respond to progress on capital elements of the project, ensuring that activities are completed at the same time as the capital work.

## 9. Health & Safety

The consultant will be responsible for ensuring their own health and safety and those they work with, complying with relevant legislation.

## 10. Payment

Payment will be monthly in arrears by cheque on receipt of an official invoice.

## 11. Benefits

There is no holiday entitlement, pension scheme or other benefit associated with this appointment

12. Selection procedure

The candidate(s) who appear from the information available to have the qualifications, experience and abilities which best match our requirements will be further considered for appointment. It is essential that a full and concise CV is provided, describing the nature, extent and level of responsibilities held. We will select the candidate who appears to be most suitable for appointment; our decision is final. We may carry out enquiries into age, health and eligibility to work in the UK with other enquiries, including references, to ensure suitability for appointment.

Application in writing by **9am 1<sup>st</sup> March 2010** to: The Town Clerk, Bridport Town Council, Mountfield, Bridport, Dorset DT6 (r.gillis@bridport-tc.gov.uk)

The Consultant will be selected on the basis of their proven experience and expertise. Interviews, if necessary, will be held week ending March 12<sup>th</sup> 2010.

13. Person Specification

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> <li>• Experience of project planning and managing projects incorporating different elements of heritage, interpretation and participation</li> <li>• Experience of working for and reporting on publicly funded projects</li> <li>• Experience of developing and managing education programmes within the cultural sector</li> <li>• Experience of working with volunteers, in a co-ordination role</li> <li>• Experience of evaluating similar projects and activities</li> <li>• Experience in marketing and publicity</li> <li>• Experience of giving talks/guiding tours</li> <li>• Experience of working with schools and in a lifelong learning context</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing and monitoring project budgets</li> <li>• Experience of working on public art projects</li> </ul>
Knowledge and Skills	
<ul style="list-style-type: none"> <li>• Knowledge of relevant health &amp; safety legislation and procedures</li> <li>• Computer literate with a basic understanding of using project management software</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of social and industrial history or other relevant heritage</li> <li>• Knowledge of the local area</li> </ul>
Interpersonal Skills	
<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• A good team player but also able to work on own initiative</li> <li>• Possession of good planning, organising and problem solving skills</li> <li>• Capable of maintaining a high output of work and keeping to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable and creative</li> </ul>
Particular Circumstances	
<ul style="list-style-type: none"> <li>• Flexibility and availability; able to respond to the requirements of Bridport Town Council and other stakeholders and attend regular meetings in West Dorset</li> <li>• Be responsible for their own office and IT provision.</li> </ul>	