

Resource Development
Assistant

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Correspondence address:
The Kennels Cottage, Harewood House Estate
Leeds LS17 9LF

Registered address:
4, Jackman Drive, Horsforth,
Leeds, LS18 4HS

Mobile: 07966 298516
Email: katemeasures@hotmail.co.uk
Vat Registration No: 905 2033 67

Job Description

Job Title: Resource Development Assistant

Responsible to: Kate Measures, Lead Consultant
Department: Resource and Product Development

Nature of job:

This new role will assist in the research and development of resources for the heritage sector from books and manuals to exhibitions and trails.

Main duties and responsibilities:

- Research a wide variety of subject matters from Roman supply forts and the function of bark on trees to the fluid mechanics of fountains and how to run a walk or talk. Subject matters are driven by the needs of our clients and can vary hugely.
- Help to plan and draft resources and interpretation.
- Liaise with the Lead Consultant regarding content and format resources.
- Go on site visits to client sites to gather information for resources.
- Help to manage relationships with clients to deliver their resources.
- Help to source new suppliers, illustrators, writers etc as required and help to manage relationships with those already existing.
- Liaise with the Office Manager re: ordering, invoicing etc.
- Liaise with the Training Manager re: resources to support training events and resource sales at events.
- Prepare regular progress reports on resource development.
- Work with the Lead Consultant to plan future resources.
- Input ideas into client proposals as required.
- Help to deliver our environmental and social sustainability policy through resource development.
- From time to time, perform other duties as required by the Lead Consultant.

Working arrangements:

This role is part-time for 15 hours per week.

There will be a probationary period of 6 months, at which time the contract will be reviewed and made permanent or either party may terminate the employment contract. There will be ongoing performance reviews at 6 months intervals

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thereafter, which will track and advance your personal development within the business.

Possibility of increased hours in the future as the business grows.

Your main place of work will be at our offices at The Kennels, Harewood House Estate, Leeds, LS17 9LF. Some travel to client sites around the country will be required and to more local libraries. Very occasional evening and weekend working and overnight stays required for visits to clients.

Remuneration:

£18-24k per annum pro rata dependant on experience and skills.

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Personal Specification

Resource Development Assistant, Kate Measures Consulting

Skills, aptitudes and knowledge

- Friendly and flexible approach to work
- Super organised and has attention to detail
- Have a thirst for knowledge and a passion for sharing it
- Research skills including libraries and the internet
- Good computer skills. Ability to use the internet, word processor, basic desktop publishing, Adobe Acrobat, basic image packages
- Must be able to work effectively independently and as part of a small team
- A clear communicator in writing and in person
- A good writer (lots of practice provided in the role!)
- Be used to referencing material

You are not expected to be an expert in the topics you are researching but to take an interest and to be systematic in your research.

Experience

The successful candidate will have experience of researching and/or writing resources. This could include all or some of the experience listed below:

- Experience of researching a variety of topics
- Experience of working picture libraries
- Experience of commissioning print and artwork
- Experience of developing resources and interpretation in a variety of formats, for example, books, leaflets, websites, panels and exhibitions.
- Experience of working within the heritage sector

Education and training

You should be educated to degree level, in a relevant subject would help but not essential e.g. biology, history, archaeology.

Must have good English skills.

Must have own transport and hold a current UK Driving Licence.

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About Kate Measures Consulting

We are a small consultancy that works hard to deliver high quality advice, support and training to the heritage sector. From historic houses to museums, gardens to national parks, our client base covers a broad range of heritage organisations. The kinds of clients you'll be working with range from national organisations like the National Trust, English Heritage, Wildfowl and Wetland Trust and Woodland Trust to regional and local woods, historic houses, councils, gardens and umbrella organisations.

Kate Measures Consulting specialises in helping our clients to create inspiring learning and interpretation experiences in heritage environments. What does this mean?

We help clients to produce engaging trails and hands-on activities, cutting-edge podcasts and digital stories, visitor-generated interpretation, developing relationships with new audiences, practical evaluation for projects, strategic plans that really work, training and development opportunities that leave them ready for any challenge.

We develop a range of different resources ourselves and for clients. These can range from staff manuals and reference guides or handouts for training and mentoring to books, guide books, trail leaflets, school resource packs, lesson plans, introductory Powerpoints and exhibitions.

Our offices are set in the beautiful Harewood Estate so you can expect to be spotting deer from the window and see red kite circling overhead on your way in to work. The office is in the historic Kennels building and newly refurbished. We think it's a lovely place to work, surrounded by historic woods and parkland. You will have access to Harewood House grounds and shops during the working week and the visitor season.

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In summary, we are a small but fast moving company open to fresh ideas and a place to work with a huge range of fantastic and exciting clients. Look at our website www.katemeasures.co.uk for more information.

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How to apply:

Please send:

1. A short CV listing *relevant* skills, experience and detail of education and training (no more than maximum 3 pages) and two referees (including your relationship to them and contact details).
2. A covering letter outlining why you feel you are suitable for the role and why you are applying for it (no more than maximum 2 pages).

We recommend you relate both these documents directly to the job description and personal specification.

Please email your application to katemeasures@hotmail.co.uk by Friday 25th February 2011, 12 noon at the latest.

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