

Somerset & Dorset Railway Trust

S&D 50: Project Coordinator

Job Description & Employee Specification

Commemorating the 50th Anniversary of Closure of the Somerset & Dorset Railway

About the Project

During 2016 the Trust will mark the 50th anniversary of closure of the Somerset & Dorset Railway in March 1966 after 112 years of public transport service. We will commemorate this much loved and lamented railway with a programme of events at sites associated with the S&D and displays and activities at our own base at Washford station on the West Somerset Railway. A travelling exhibition and associated activities will visit communities along the routes of this iconic railway from Bath to Burnham-on-Sea, Wells and Bridgwater in Somerset, and to Bournemouth and Wimborne in Dorset.

The project will help keep alive the spirit, history and heritage of the railway as a major cross country rail route, its importance to the communities through which it passed, and the social impact of its closure. Working in partnership with councils, museums, libraries, heritage railways and other groups we will engage with local communities through a range of interpretative materials, outdoor arts, activities and presentations.

2016 is also the 50th anniversary of establishment of the Trust that began life as the Somerset & Dorset Railway Circle in January 1966 and we will therefore be celebrating half-a-century of preserving the line's heritage.

The project is supported by an Our Heritage grant from the Heritage Lottery Fund (HLF).

Duties

Main purpose of job

To work with members of the Trust and others to deliver the S&D 50 Project.

Main Duties

- Work collaboratively with host venues, collaborators and informal partners to plan, organise, and deliver a touring exhibition and associated events and activities
- Work with Trust directors and volunteers to develop and coordinate activities at Washford, including liaison with the West Somerset Railway
- Work with the Hon. Curator and others to identify and select objects, images and interpretative material to accompany the exhibition
- Develop and implement a marketing plan, working with the Trust Development Director and others, and ensure that the Trust website, Facebook page project blog are kept up-to-date

- Support host venues and informal partners develop their plans to accommodate the exhibition and activities
- Organise and co-ordinate events, activities and workshops in collaboration with professional artists, consultants, volunteers and others
- Manage and co-ordinate the work of professional artists, consultants, volunteers and others
- Recruit and support volunteers, including running or organising their training
- Manage the project budget, working in collaboration with the Trust's Finance Director
- Keep records of the project, including records of activities, number of participants, etc
- Devise and implement feedback forms and questionnaires; contribute to project evaluation
- Prepare progress reports and grant claims to the HLF
- Other tasks that can reasonably be expected to be undertaken to deliver the S&D 50 Project

Qualifications, Knowledge & Experience

The post calls for a person who is personally well organised and able to demonstrate good project management skills.

Essential

- Ability to manage projects
- Ability to work effectively with others, including Trust directors, volunteers, collaborators and host venue representatives
- Experience of working with and/or managing volunteers
- Ability to prioritise work load and work on own initiative
- Able to communicate effectively verbally and in writing
- Marketing and promotion skills
- A flexible approach to working arrangements
- Competent computer user (including managing images and using standard office software)
- Full driving licence

Desirable

- Relevant degree or museum qualification
- Collections care & management knowledge
- Experience of developing, promoting and managing exhibitions
- Experience of working with museums or heritage organisations
- Experience of working for Heritage Lottery Fund projects
- Experience of working with designers, artists, and performers
- Interest in transport heritage and in particular railways
- Knowledge of the Somerset & Dorset Railway

Terms of Service

General

- The appointment to commence as soon as possible
- This post is funded for 60 weeks and is on a fixed term contract basis
- The Trust will also consider the post being filled by a self-employed contractor, who would then be responsible for their own tax, national insurance and similar costs
- The postholder will be expected to work from home, but other locations may be agreed from time-to-time with the Trust Development Director
- The postholder will need access to private transport due to inadequate public transport provision in some locations
- The postholder will have a duty of care for their own and others safety under the Health & Safety at Work, etc Act 1974

Reporting to

Trust Development Director

Hours of work

- Part time, 21 hours per week (ie 0.6 full-time equivalent). Regular working hours to be agreed with the Trust Development Director
- The postholder will be required to work at weekends and during evenings as necessary to deliver the project
- Hours worked in excess of 21 per week to be taken off in lieu by arrangement with the Trust Development Director

Salary

£24,000 per annum pro rata (ie £14,400 p.a.), to be paid monthly in arrears.

Benefits

- Annual Leave: 20 days (pro rata)
- Costs for travel undertaken as part of the project will be reimbursed (where public transport used) or paid at the rate of 35p per mile.

Equal Opportunities

- The Trust is an equal opportunities employer and welcomes applicants from all sections of society.
- If invited to interview, please tell us in advance if you need any particular assistance or facility so that we can ensure you are not disadvantaged or inconvenienced.

Applications

Applicants should apply by letter (no more than three sides A4) explaining how they meet the requirements of the post, together with two referees (one of which should be their current or most recent employer or supervisor) together with their CV. Relevant experience may be demonstrated in both paid and voluntary roles.

Applications must be sent by email to Godfrey Baker, Chairperson and Trust Development Director by email chairman@sdrt.org and returned by the closing date below.

Closing Date: **5.00pm, Friday 6 November 2015**

Interview Date: Tuesday 17 November or Wednesday 18 November, please indicate your availability.

For further information about this project please contact Steph Gillett, Hon. Curator, email: gillett169@btinternet.com

The Somerset and Dorset Railway Trust Ltd is registered in England & Wales
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