



THE SALTERS' COMPANY

OUTREACH & VOLUNTEER CO-ORDINATOR

JOB DESCRIPTION

- Title:** Outreach & Volunteer Co-ordinator
- Location:** Salters' Hall, 4 Fore Street, London, EC2Y 5DE
- Contract:** Part-time post: two days per week until September 2017. Based on an eight-hour working day. Occasional evening or weekend work may be required, for which time off in lieu will be given.
- Salary:** Circa £25,000 per annum pro rata, based on experience.
- Benefits:** 15% pension contribution (after a three month probationary period)
Annual leave entitlement is 25 days per annum plus public holidays pro rata

Background:

First licensed in 1394, The Salters' Company has its origins in the salt trade of medieval London. Ranked number nine in the order of precedence, it is one of the Great 12 Livery Companies. Today, The Salters' Company is a diverse organisation responsible for several charitable foundations, philanthropic work in science education and the fostering of fellowship among its members.

The Company's base is Salters' Hall, a Grade 2 listed building in Fore Street near to Moorgate station. The Hall has recently undergone major renovation work, including significant improvements to its historical archives and public accessibility to the building.

Following the reopening of the Hall in 2016, the Salters' Charitable Foundation and The Salters' Company will be delivering a heritage programme to enable schools and tour groups to visit, explore and learn about Salters' archives, history and building.

The Role:

We are looking for a dynamic and experienced individual to play a significant role in delivering the Salters' heritage project. This is an exciting opportunity to work as part of a small team developing and delivering new volunteer and outreach activities.

The post is a part-time contract position, at two days per week until September 2017, with the possibility of extension. Following the project launch in January 2016, the project has now reached its delivery, monitoring and evaluation stages.

This post is fully funded by the Heritage Lottery Fund.

Key tasks and responsibilities:

- Work with London Metropolitan Archives, The Salters' Company and Salters' Institute to deliver a heritage schools programme.
- Work with the Salters' Archivist to develop a heritage tour programme.
- Recruit, train and manage volunteers to assist with heritage programme activities.
- Conduct outreach work to identify potential beneficiaries, effectively promote the heritage project to relevant individuals and groups, and secure tour participants.
- Lead on the delivery of the Salters' heritage tour programme, including scheduling tours, giving presentations, and managing volunteers.
- Assist with the creation, uploading and promotion of heritage resources for The Salters' Company website, including additional learning resources aimed at schools groups.
- Actively promote Salters' archives to professional and amateur researchers.
- Lead on the day-to-day monitoring and evaluation for the Salters' Heritage project.

Qualifications and experience:

- We are looking for a dynamic, enthusiastic individual with proven track record of volunteer engagement and training.
- Experience of successful outreach work to identify and engage project beneficiaries is desirable.
- Experience of education or schools work would be an advantage.
- Good communication and interpersonal skills are essential, in particular confidence with public speaking ideally gained through experience of giving tours and/or presentations.
- Previous experience of working on a heritage-focused project is desirable.
- IT competence (Microsoft Office) is essential.
- Experience of creating and updating website content would be an advantage.

The closing date for applications is Tuesday 6th September 2016 at 5pm.

Please send a CV and supporting statement explaining how you meet the above requirements and experience to our Charities and Grants Officer, Kate Priest at Kate.Priest@salters.co.uk.

Interview date: Wednesday 21st and Thursday 22nd September 2016