

Our Chartist Heritage needs a Project Development Officer.....

Based in Newport, Our Chartist Heritage (OCH) is a Community Interest Organisation and registered charity which aims to advance the education of the public in the history and heritage of the Chartism, a 19th century national movement for the improvement of living and working conditions of all through suffrage reform.

The activities of OCH currently include: the annual Chartist Schools Walk down Stow Hill in the path of the Chartists; the annual Chartist Convention at which specialist historians present their most recent research; the Chartist Commemoration event outside St Woolos Cathedral; outdoor re-enactments; Chartist-themed entertainment; public art; academic discourse; digitisation of Chartist documents; creation of educational resources; the annual Chartist Celebrations at the Senedd for both schoolchildren and adults; and an online presence.

In July 2017, the City Council Cabinet agreed to brand Newport as ‘City of Democracy’. As such the city should become a catalyst for improved understanding of the vote and greater participation in democracy. We want to ensure that the Chartist heritage of South East Wales is recognised, promoted and celebrated as the distinctive factor that gives meaning and credibility to Newport’s aspirational claim. Newport should become a major channel through which the story of Chartism and the evolution of the popular vote are told in a compelling and entertaining manner for audiences locally, nationally and internationally. To further these aims over the next two years, OCH will deliver a programme of heritage-focused activities, using a range of art and cultural forms for a variety of audiences and funded by the Heritage Lottery Fund (HLF). A focal point of this programme will be the first annual Chartist Festival to be held in Newport in November 2018 to celebrate the history and heritage of Chartism in South East Wales. The Chartist Festival will provide the citizens of Newport and visitors from South East Wales and beyond with an exciting new opportunity to enjoy themselves, while engaging with the history and heritage of the Chartist Movement.

Our Chartist Heritage: Project Development Officer

OCH is looking for the right person to develop and deliver its programme of HLF-funded heritage-focused activities and has earmarked £15,000 of its grant to fund this role over a one-year period. The Project Development Officer will work closely with members of the Festival Sub-committee of OCH and will be supported and managed by the Sub-committee Chair who will maintain open channels of communication throughout the project.

Role specification

General

- To operationalise and facilitate the implementation of the Project Plan for OCH's programme of HLF-funded heritage-focused activities
- To monitor the implementation of the Project Plan and draw the Sub-committee's attention to any issues
- To facilitate consultation with local communities and organisations to promote a sense of shared ownership and pride in the programme of heritage-focused activities
- To ensure the smooth delivery of the Project Plan, co-ordinating its various component activities and events
- To maintain oversight of expenditure against the budget for the Project Plan
- To attend meetings of the Festival Sub-committee and provide written reports on progress against the Project Plan and accounts of expenditure against budget, as required, including any expenditure delegated to the Project Development Officer by OCH
- To evaluate the success and effectiveness of OCH's programme of HLF-funded heritage-focused activities as a whole and of the various component activities and events
- To advise the Festival Committee of OCH on the development of the Project Plan for 2019 in an end of contract report

The Chartist Festival

- To develop and implement the project plan for the first annual Chartist Festival
- To engage other local organisations in promoting, delivering and participating in The Chartist Festival
- In close collaboration with members of the Festival Sub-committee, to identify, train and manage team(s) of up to 50 Festival Volunteers with particular reference to the charitable status and aims of OCH and its policies on safeguarding, health and safety and equal opportunities
- To promote The Chartist Festival 2018 through a variety of channels, both face-to-face and virtual, making effective use of networks of Chartist and other heritage groups
- To seek additional grant funding from a variety of reputable sources to secure the sustainability of the annual Chartist Festival and its future programmes
- To work in a way that is fully aligned with HLF grant conditions, enhances the reputation of Our Chartist Heritage, complies with its policies and is in keeping with its charitable status and purposes

Person Specification

Essential

- Track record of successful project/event management
- Strong interpersonal skills, including the confidence to deal with challenging situations with tact and diplomacy and a positive focus on finding solutions to problems
- Demonstrable understanding of Chartism in the context of Newport
- Demonstrable track record of engagement with local grassroots organisations
- Effective communication skills in a range of contexts and modes of delivery
- High levels of ICT literacy and the ability to make effective use of social media
- Demonstrable ability to manage own workload effectively, to work under pressure and meet deadlines, to take initiatives and to recognise when it is appropriate to seek the advice and support of others
- Experience of team-working and team leadership, especially managing volunteers
- Experience of keeping accounts of expenditure against an agreed budget
- Commitment to OCH's role in championing the Welsh language

Desirable

- An interest in the history and heritage of Newport and the Chartist Movement
- Previous experience of heritage-related work or voluntary activity
- Links/connections with heritage/voluntary organisations in SE Wales
- Driving licence and car owner

Terms and conditions

OCH will pay travel expenses at 45p per mile or standard public transport rates, excluding travel to and from Newport.

A freelance consultant appointed as Project Development Officer: The Chartist Festival will be expected to provide evidence of suitable public liability and professional indemnity insurance cover.

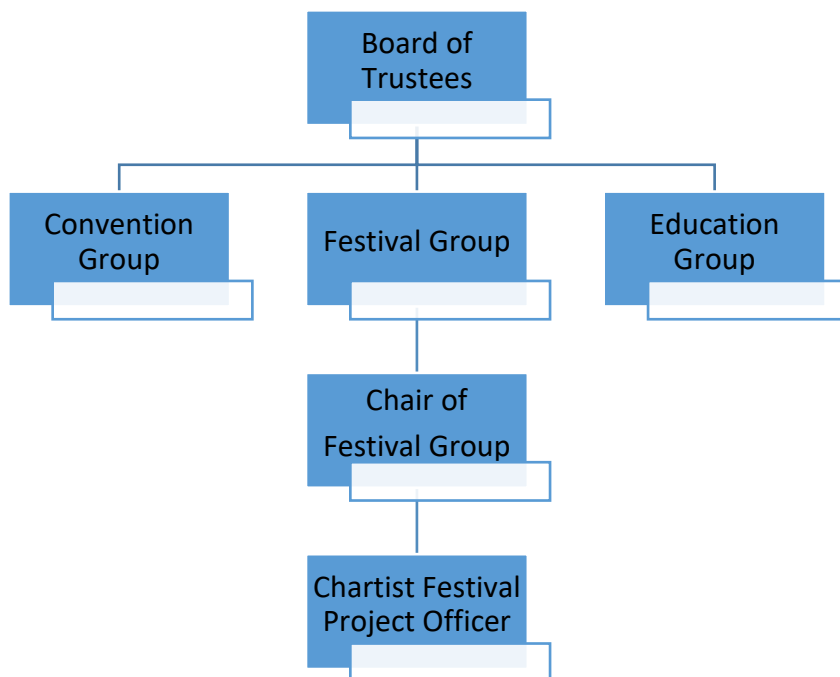
How to apply

Please send a covering letter outlining the approach you would take to delivering the brief plus CV including the names and contact details of two referees to Dr Melinda Drowley, Chair of Festival Sub-committee, Our Chartist Heritage by email only to melindadrowley@gmail.com.

You are welcome to address informal enquiries to Dr Drowley by email, prior to making a formal application.

Closing date: 12:00 noon on Friday 16 March 2018

Interviews to be held in Newport on: Monday 26 March 2018



**Funding raised by
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**Cyllid a godwyd gan
Y Loteri Genedlaethol**
ac a ddyfarnwyd gan Gronfa Dreftadaeth y Loteri