

# New-Unity.org

## JOB DESCRIPTION

<b>JOB TITLE:</b>	COMMUNITY & LEARNING MANAGER
<b>LOCATION:</b>	Initially New Unity premises on Upper Street Islington N1 2TZ then, when building works complete, at Newington Green Unitarian Meeting House N16 9PR.
<b>SALARY:</b>	£30,000 p.a. plus statutory pension contribution
<b>HOURS:</b>	Full time (with ability to work occasional evenings and weekends as necessary).
<b>CONTRACT:</b>	Initial contract July 2019- June 2023; with potential for permanent position 3-days per week thereafter.
<b>RESPONSIBLE TO:</b>	The Minister
<b>RESPONSIBLE FOR:</b>	Volunteer Co-ordinator, Digital Content Coordinator, Marketing Co-ordinator and Event Support

## CONTEXT

The National Lottery Heritage Fund has funded the restoration of the Grade 2\* Unitarian Meeting House in Newington Green, along with the modernisation of its diverse meeting spaces. The 18th century Meeting House and its integral Victorian schoolhouse will reopen in early 2020 as a heritage destination and community centre, celebrating the history of 'rational dissent' and exploring the lives and ideas of the famous people who worshiped there, and their contemporary relevance to the diverse communities who live and work in the area today.

This creates an exciting opportunity for a creative, dynamic and personable Community and Learning Manager (CALM) to develop and deliver our activity programme for schools, families and visitors and to foster relationships with community groups and other partners.

## BELIEVE IN GOOD

New Unity is a radically inclusive community that welcomes people of all faiths and none (<https://www.new-unity.org/>).

## **OVERALL PURPOSE OF THE JOB**

To achieve the outcomes set out in New Unity's project '*Restoring the Dissenters' Legacy at the Birthplace of Feminism*' by developing, managing and delivering the Community and Learning Activity Plan, on time and within budget.

To increase and widen audience engagement by building sustainable relationships with a range of stakeholders, and partners and, in particular, help under-represented communities uncover and celebrate their own dissenting heroes and heroines.

## **MAIN DUTIES AND RESPONSIBILITIES**

To work closely with external stakeholders, partners and New Unity congregants to provide diverse opportunities for audiences to understand, engage, explore, and be inspired and empowered by the heritage and stories connected to Newington Green Unitarian Meeting House by:

- Developing the building as a small-scale heritage destination for local, national and international visitors
- Developing and embedding a programme of scheduled provision for primary and secondary schools, linked to the project themes.
- Delivering a programme of informal, fun activities and events for adults, linked to the project themes.
- Supporting, collaborating with, and encouraging project theme-related initiatives and events that engage with local community needs.
- Working through the Digital Content Coordinator, establishing a web and social media-presence and a digital community archive
- Working with the team to develop the building as a multipurpose venue used by all kinds of community groups for small scale events, meetings and performances.

The Community & Learning Manager will have overall responsibility for delivery of the Community and Learning Activity plan, and for the recruitment and line management of the Volunteer Co-ordinator & Marketing Co-ordinator roles, as well as selecting and overseeing freelance contractors.

## **SPECIFIC RESPONSIBILITIES**

### **1. Develop the building as a small-scale heritage destination for local, national and international visitors**

- Oversee the visitor programme and the interpretation resources installed as part of the project.
- Oversee the volunteer programme, implemented by the Volunteer Co-ordinator.
- Develop temporary small-scale exhibitions/displays to showcase outputs created from schools and adult activities.

2. **Work in partnership with other providers and stakeholders to develop and deliver a learning programme to engage local primary and secondary schools with the stories & heritage of the building, showing its relevance to contemporary society**
  - Design and deliver three themed primary schools' weeks a year, with clear links to Key Stage 1 & 2 National Curriculum.
  - Develop online teachers' notes and resources and teachers' CPD sessions, to support schools' weeks and self-led schools' visits.
  - Manage outreach and liaison with schools, including bookings, risk assessments and safeguarding.
  - Develop and deliver an annual young people's competition with local partnerships.
  - Recruit and manage freelance facilitators and authors as required.
  
3. **Develop and deliver an events and activities programme for adults and families that explores and elucidates the heritage themes and demonstrates their relevance to contemporary society**
  - Foster relationships and collaboration with New Unity groups and initiatives and with relevant external organisations within and beyond Hackney and Islington including local, regional, and national authorities, as well as tourist, heritage, and learning agencies to develop joint initiatives.
  - Develop a series of talks, walks and activities for an adult audience, linking with national 'open up' and local initiatives where appropriate.
  - Develop a programme of family Sunday and holiday activities
  
4. **Supporting, collaborating with, and encouraging project theme-related initiatives and events that engage with local community needs.**
  - Working in collaboration with existing New Unity efforts, identify local communities whose current day challenges relate to the issues engaged in the heritage.
  - Support ongoing and/or new initiatives to make relative heritage available to such local communities.
  - Liaise with other local organisations in the process of identification of issues expanding relevant heritage availability.
  
5. **During the first 6 months of the appointment, while the building work is underway, and in partnership with Hackney archives, oversee the process of cataloguing New Unity's archive materials for inclusion in Hackney Archives. Thereafter, oversee the heritage website.**
  - Liaise with Hackney Archives to organise access to materials, volunteers and training for cataloguing the archive.
  - Encourage contributions and activity related to the community archive.
  - Recruit and manage the freelance Digital Content Coordinator, who will have responsibility for developing the content of the heritage website
  - Work in collaboration with the Digital Content Coordinator to develop a schedule for heritage website content that harnesses and connects with the formal and informal learning programmes and builds a community archive over time (in collaboration with volunteers).

## **6. Management responsibilities**

- Support the recruitment and then manage the Marketing Co-ordinator (2 days per week post), who will have responsibility for developing the marketing messages and materials and promoting all the project's events and resources, including bookings and ticketing.
- Support the recruitment & then manage the Volunteer Co-ordinator (2 days per week post) who will have responsibility for recruiting, training and co-ordinating a team of volunteers to support the delivery of all the project's events and resources.
- Support the recruitment & then manage a freelance Events Support (60 hours per month), who will have responsibility for the practical aspects of running events, such as audio-visual support, set-up and take-down.
- Support the recruitment & then manage a freelance Digital Content Coordinator (20 hours per month), who will have responsibility for the practical aspects of creating, presenting and maintaining our digital assets
- Work with the appointed Evaluation Consultant to establish base-line data and collect ongoing data and evidence to appraise the outcomes and impact of the Community and Learning Programme, to ensure that learning is captured.
- Establish effective and supportive liaisons with New Unity's other staff (Business Manager, facilities management, communications, and young people's programming)
- Manage and monitor the budget for the Community and Learning Programme, including liaison with the Finance Manager to produce monthly budget reports.
- Collaborate with New Unity's Finance Manager to compile the content for monthly or quarterly drawdown reports to be submitted to the National Lottery Heritage Fund.
- Take all reasonable steps to ensure that all activities and processes comply with New Unity 'Green Book' Policies including Health and Safety, Data Protection, Procurement, Safeguarding of children and vulnerable adults, and Protection from discrimination on grounds of sex, race, or disability.

## PERSON SPECIFICATION

<b>Community &amp; Learning Manager</b>	<b>Essential / Desirable</b>
<b>EXPERIENCE</b>	
Minimum of 2 years' experience in a relevant role in a museum/ heritage/ education setting or cultural venue	E
Experience of developing formal learning programmes and resources for schools	E
Experience of collaborating and working with diverse stakeholders and audiences and partner organisations	E
Experience of facilitating sessions with schools, families and adults	E
Experience of developing and managing small-scale community events and activities	E
Experience of recruiting, motivating and managing members of a team and freelancers	D
Experience of managing and reporting on a budget	D
Understanding of issues involved in marketing and promoting learning programmes and community activities to both adult and school audiences	D
Understanding of issues involved in supporting community archives and utilising websites to tell stories	D
Understanding of issues involved in evaluating and monitoring community/learning activity and projects.	D
<b>SKILLS, ABILITIES, AND KNOWLEDGE</b>	
Creative, imaginative and resourceful, with a can-do attitude	E
Ability to engage and collaborate with a wide range of people and stakeholders	E
Ability to inspire and motivate others towards a shared goal	E
Efficient and effective project management skills	E
Working knowledge of the National Curriculum (or ability to acquire such knowledge)	E
Excellent communication and interpersonal skills	E
Highly organised with ability to work under own initiative to achieve results	E
Interest in the heritage/museum sector	E
Sound knowledge of everyday IT tools, and good awareness of contemporary digital communication	E
Interest in social and political history of 18 <sup>th</sup> & 19 <sup>th</sup> century and the role of the Meeting House at Newington Green in that history	D
<b>QUALIFICATIONS</b>	
Educated to degree level or equivalent	D
<b>CIRCUMSTANCES TO CONSIDER</b>	
The post will involve some evening and weekend work (with time off in lieu) along with some London based travel.	