

Heritage, Learning & Communications Facilitator
St Marylebone Parish Church, London, NW1 5LT

Church and Project Background

About St Marylebone Parish Church

St Marylebone Parish Church Grade 1-listed building set at the heart of central London. It is a hospitable venue for education and cultural events of national and international significance as well as parish church in the Diocese of London.

A team of more than 20 work for St Marylebone Parish Church. The parish church hosts high profile services throughout the year as well as many conferences and meetings, including room hire. A large number of international high-profile individuals are welcomed regularly to the parish church to a variety of events and services.

For more than 30 years, St Marylebone Parish Church has been home to the internationally respected Healing and Counselling Centre, which offers no-cost and low-cost psychotherapy, counselling and spiritual direction. The Crypt at St Marylebone also houses an innovative NHS doctor's surgery with a 10,000 strong patient list. The parish church's healing work is enhanced by its close links with some of medicine's Royal Colleges and through chaplaincy at The London Clinic and King Edward VII's Hospital.

There is a flourishing Young Church at St Marylebone, which complements the work of its two schools: The St Marylebone Church of England School, an Outstanding Academy, National Teaching School and Maths Hub, and The St Marylebone Church of England Bridge School, a Free Special School which works with secondary school age students who have speech, language and communication difficulties. Alongside these two schools, the parish church has strong ties to the Royal Academy of Music, the University of Westminster and Regent's University.

The next stage in the development of St Marylebone Parish Church is a **National Lottery Heritage funded project** titled, **St Marylebone: *Changing Lives***. This project, as well undertaking essential fabric repairs and upgrading, will also involve the delivery of a substantial and creative heritage programme involving local communities, businesses and stakeholders. It will showcase and share the story of St Marylebone and the larger Marylebone area north of Oxford Street, with art, music, cinema, multi-media, heritage craft skills, cookery and much more by using a thematic prism of 'The People of St Marylebone', 'The Place of St Marylebone' and 'The role of the Church in St Marylebone'. Key partners include the Church Army, and the Building Crafts College.

St Marylebone: *Changing Lives* has received confirmation of funding from the National Lottery Heritage Fund to proceed with the Delivery Phase of the project.

The key project aims and objectives are:

- A new Welsh slate roof covering with lead gutters/flat roofs, with repaired Georgian timber structure and new roof insulation
- Urgent repairs to historic fabric including rainwater goods and stonework, ensuring safety and water-tightness of the building.
- To restore, conserve, and catalogue significant artefacts, artworks, records, glass, plasterwork and furnishings
- Underpinning the long-term sustainability of the parish church with Crypt Hall improvements and new East/West corridor access, securing income-generating capacity.
- Providing St Marylebone Parish Church with the facilities its needs to function as Marylebone's foremost historic public space for the whole community by delivering the following:
 - accessibility adaptations to the historic building where capital development works are planned;
 - refurbishing existing crypt space to provide facilities for exhibitions, seminars, workshops, lectures, music;
 - providing space for pop-up catering-based events in order to support entrepreneurship and homeless women into self-supporting lives, hosting regular heritage inspired events.
- Creating a catalytic community 'buzz' through delivering programmes built on the area's unparalleled millennium of heritage, attracting new audiences and connecting Marylebone's contrasting, disparate and increasingly divergent communities in meaningful interactions and shared experiences.
- Delivering exciting, innovative and surprising reinventions of archive material, co-created with community partners to illuminate our interpretation themes through the Activity Plan;
- Introducing the people's musical folk tradition of St Marylebone alongside a strong live music legacy of Church and conservatoire.
- Establishing an on-the-job craft training programme with the Building Crafts College.

- Offering opportunities into employment through archive interpretation and venue management training placements.



1. Project and Task Description

The St Marylebone PCC has recently been awarded £2.95m from the National Lottery Heritage Fund to develop the church as a heritage and cultural venue. The Heritage, Learning and Communications Facilitator (HL&CF) will be a proactive role, working with us to help our audiences to interpret St Marylebone's history, learn about our role in the shaping of the area, and develop new skills and confidence to realise our vision to Change Lives. The H&LC will work closely alongside and be supported by:

- Key members of the well-established parish staff team (Project & Activities Manager, Rector, Operations Director, Development Director).
- Members of the active parish community (Parish Church Council (PCC), Project Advisory Group and congregation).
- Project partners as set out in the Heritage Fund Round 2 Bid both internal and external
- Consultant team members appointed to deliver the capital repair and adaptation elements of the bid proposals, and other project staff appointed to deliver the activity and interpretation plan.

The HL&CF role will report to the Project & Activities Manager in the Operations team, during the capital works programme and in the first year of opening in 2022. The HL&CF will deliver key parts of the Activity Plan and its supporting Interpretation Plan, specifically the parts that aim to engage our target audiences of those living and working locally and visitors; young people aged 16-24; older people aged over 65 and growing local communities. This will be through a series of interpretation projects developed in tandem with audience groups that will be incorporated within the church spaces, structured skills development placements, digital storytelling, formal and informal learning activities, walks and talks, tours, and trails. The HL&CF will also be expected to contribute to development of programming of performance, song, music, spoken word and food activities that have a heritage focus along with promoting and publishing the project through a number of different channels.

The HC&LF will act as advocate for heritage interpretation and learning during the delivery of the capital works and the first year of opening liaising with:

- The Visitor and Volunteer Coordinator, responsible for other elements of the Activity Plan from December 2021
- The consultant Project Director, co-ordinating the work proposals, and through this key
- members of the consultant team (Architect & Design Team including interpretation designers and evaluation consultant). For example, working with the interpretation designers to integrate the design and copywriting of co-created interpretation elements with the rest of the interpretative scheme and formative and summative evaluation with the evaluation consultant
- Project partners identified in the Heritage Fund Round 2 bid.

- The parish church community at St Marylebone.
- The wider local community of Marylebone.

2. Key Tasks

- Delivery of the co-creation elements of the Activity Plan and its supporting Interpretation Plan in partnership with the freelance creative designers, target audiences, partners, local community groups, volunteers, and the parish church community itself including *St Marylebone in 100 objects*.
- Complete the volunteer research phase and investigation of sources begun in the Development Phase to ensure the planned co-creation elements can be based on high quality understanding of evidence.
- Resolve any practical and logistical issues in delivering the co-creation elements of the interpretation plan during the capital works programme.
- Detail and deliver the formal learning activities to be delivered for schools, HE and FE sector, and the informal learning programme for adults and families and within the parish church's spaces and off-site once the capital project is complete, detailing and developing a programme of performance, song, music, spoken word and food-related activities with a heritage focus.
- Train staff and volunteers in heritage interpretation, learning and skills-development.
- Work with target audiences and heritage organisations to create content for a series of local talks, walks, guided tours, digital stories, leaflets, trails and quizzes.
- Work with the appointed website designers, freelance copywriters and script editors to develop multi-platform heritage content.
- Develop a Marketing and Communications strategy identifying key project milestones and messages to promote events.
- Publicise St Marylebone, especially *Changing Lives* to the locality and beyond. This will include the annual St Marylebone Festival, a key component in the *Changing Lives* heritage outcomes strategy.
- Keep the *Changing Lives* portal of the St Marylebone website Social Media (incl. Facebook, Twitter, Instagram, etc.), fresh, engaging and up-to-date.
- Develop and maintain relationships with the media (incl. online contacts) for PR and marketing purposes.
- Ensure regular updating of 'What's On' listings, e.g. *BachTrack*, local journals, etc..
- Use the Harlequin database effectively to deliver regular project and event mailings.
- Add to the central *Changing Lives* data base of images with all appropriate permissions that are readily available for print, web content, and social media.
- Develop strong and creative relationships with other heritage and arts 'attractions' across the City of Westminster, Greater London and the wider region maximising potential partnerships.
- Undertake any additional delegated tasks and responsibilities from the Project and Activity Manager and Rector where appropriate.

Personal Attribute Specification

E or D

The ideal candidate will have:

Qualifications and Training

A relevant qualification and/or significant experience in developing high quality interpretation across a range of media, some in tandem with audiences

E

Experience

Experience in delivering interpretation, skills development, and learning programmes, meeting agreed objectives on time in a community, voluntary or social enterprise organisation.

E

Experience in developing and delivering communications and social media strategies	D
Experience of effective collaborative working with external partners and stakeholders.	E
Experience of working on Heritage Lottery Funded projects.	D
Experience of working with a diverse range of people.	E
Knowledge, Skills and Ability	
An ability to take the initiative, identify priorities, plan activities and balance conflicting demands.	E
Excellent interpersonal, networking, communication and presentation skills.	E
Excellent information technology skills and knowledge of data protection issues.	E
An understanding of the challenges of creating inspiring interpretation, learning and skills development activities within a historic building, and specifically a sympathy for working within a church environment.	D
A knowledge of how communities can interact with local heritage and how buildings such as St Marylebone Parish Church can expand their roles as community hubs that increasingly engage communities and stakeholders with local heritage.	E
Personal Qualities	
An interest in historic buildings and heritage management including interpretation and activities	E
A willingness to work flexibly according to the needs of St Marylebone Parish Church and the Changing Lives project, which would entail the occasional work outside of core working hours.	E
Job details	
You will work 40 Hours (5 days a week) between Monday to Friday 9 am – 5 pm to include 1 hour of break time each day. You may be required to work outside these hours, including evening and weekend working, as necessary. Time off for working outside your usual hours will be given in lieu. <i>There may be some restrictions on when you are able to take holiday leave over the principal religious festivals such as Christmas, Holy Week & Easter.</i>	
Contract length: Fixed term for 3 years from the start of Jan 2020 to end of March 2020	
Salary £28,000 p.a.	
The position also offers membership of the Church Workers Pension Fund, through its Pension Builder Scheme, which currently offers an employee contribution of 8% of annual salary.	
DBS Clearance will be required.	
Holiday: 25 days per annum, plus 8 days statutory Bank Holidays. NO more than 5 holiday days may be carried forward into the following calendar year. Holiday entitlement period is 1st January to 31st December.	
Neither accommodation nor parking are provided with this post.	
There will be a probationary period of 6 months during which time your contract may be terminated by either side, giving not less than 4 weeks' notice.	
No alcohol, tobacco or drugs to be consumed on or near the site.	

You may from time to time be required to undertake other duties consistent with your position.	
A minimum of three months' notice should be given by staff terminating employment.	

Applications

Applications should be forwarded to:

Ginny Walton - Project and Activities Manager:

activities@stmarylebone.org

St Marylebone Parish Church
17 Marylebone Road
London
NW1 5LT

Applicants should enclose a full CV (with the names and contacts details of two referees, one of whom MUST be the applicants most recent employer) together with a letter setting out why the applicant feels they are suited to the post and also stating what the applicant thinks they can bring to the role.

Closing date for applications is noon on **Monday 2nd December**

Interviews will be held at St Marylebone Parish Church on the 9th and 16th of December

The target start date is January 2020