



Crofton Beam Engines
Crofton, Marlborough, Wilts SN8 3DW
Tel: 01672 870300

A branch of The Kennet and Avon Canal Trust
Registered Charity No. CC209206

‘Our Crofton Story’

Learning and Community Engagement Officer

(Flexible Hours; £8,000 p.a. for a two-year contract)

Background

The Kennet and Avon Canal Trust owns and operates Crofton Beam Engines, a Grade I listed site featuring two early 19th century steam powered beam engines. Through its ‘Our Crofton Story’ project, supported by a significant grant from the National Lottery Heritage Fund (NLHF), the Trust has carried out capital repairs and improvements to the site, has renewed interpretation across the site, and is implementing an activity programme that will attract more visitors and volunteers, thus sustaining the heritage of Crofton for future generations.

Overall Delivery Phase project expenditure is around £700K, with NLHF grant of over £500K. Although the bulk of the expenditure was for capital works, a detailed Activity Plan also formed part of the successful bid for NLHF funding.

The Trust is in the final stages of the project, which started at the end of 2017. The main capital works, to repair and conserve the engine house building and to construct a new accessible toilet block, were completed before the start of the 2019 season. All remaining ‘physical’ deliverables, such as new interpretation panels and AV equipment, and a new play area, to be installed by the end of June, to allow the site to reopen when current restrictions are relaxed.

Initial work has been undertaken to scope a new learning programme for Key Stages 1 and 2, and family activities, and completing development of this programme is now the main outstanding deliverable of the project.

We have appointed an evaluation consultant to lead preparation of the evaluation report which has to be submitted to NLHF before the end date of the project (11 December 2020).

The role

We are seeking to appoint a part-time Learning and Community Engagement Officer. Reporting to the Site General Manager. The successful candidate will develop and implement appropriate formal and informal learning activities, in particular with school and adult



educational audiences, both at Crofton Beam Engines and off-site, and develop community links to promote enhanced engagement and use of facilities at Crofton.

Although only initial funding is part of the NLHF project, Trustees have committed resources to continue funding the post for a minimum of two years.

Activities to be undertaken are:

- engaging with schools, educational organisations, voluntary/outreach/community groups, businesses, representing and promoting Crofton;
- developing and delivering the current heritage education activities for both adult and pupil formal and informal learning;
- managing, developing and helping to deliver heritage learning activities;
- organising school visits;
- leading preparation of educational workshops and other materials;
- helping set-up workshops ready before groups arrive;
- leading on the delivery of workshops and presentations;
- working with children and adults during sessions;
- training and supporting volunteers to help deliver education and outreach sessions;
- ensuring appropriate record keeping and inspection;
- undertaking and ensuring Disclosure and Safeguarding best practice is in place and implemented;
- working with the Site General Manager in particular to ensure education and learning elements are within budget;
- developing community links to increase use of site facilities by local groups and to grow the volunteer base;
- supporting income and audience generating activities;
- generating income via fundraising activities and submitting funding bids for education related activities;
- providing input to educational aspects of business development, marketing, publicity and fundraising forward plans; and
- providing input to Crofton's Web and Social Media presence.

The benefits to you include:

- behind the scenes access to the Crofton site;
- the chance to make friends and be part of an enthusiastic team;
- an opportunity to broaden skills and contacts within the Museum Learning sector;
- a social and training programme with opportunities and events through the year; and
- helping to keep a part of our industrial heritage for future generation.



To fulfil this role, the successful candidate will be:

- outgoing and sociable
- interested in people
- a team player
- experienced in working with adults and children in formal and/or informal settings
- interested in how learning happens and how best to motivate learners in an informal heritage setting
- able to show interpersonal skills for dealing with people
- a good communicator, with excellent presentation skills
- familiar with use of social media and internet for engagement and outreach
- interested and / or experience of working in a heritage setting
- genuinely enthusiastic for Crofton, and the STEM opportunities and social history it embodies; and
- willing to obtain the appropriate clearances and checks, e.g. DBS checks.

Reporting

The Consultant will report to the Crofton Site General Manager, and initially also to the Project Manager for Our Crofton Story, Chris Bolt (who is also Treasurer and a Trustee of the Kennet and Avon Canal Trust).

The Project Manager chairs a regular Project Group, which includes all members of the Crofton Management Team. The successful candidate will be invited to join that group to ensure effective coordination with staff and volunteers.

Hours and remuneration

The current budget for the post is for an annual salary of £8,000. Hours are flexible, but are expected to average around 15 hours per week over a year.

Application procedure

If you are interested in applying, you should respond to this brief by providing a CV, in particular identifying relevant experience. Applications should be emailed to The Secretary, Crofton Branch, Kennet & Avon Canal Trust, at crofton.katrust@gmail.com to arrive by 5pm on Friday 24 July.

If you have any queries about this brief, or the appointment process, or would like to speak to us about the role before deciding whether to apply, you should contact the Crofton Branch Secretary.

We will wish to interview a shortlist of potential candidates, probably in the week beginning 3 August. Interviews will be held at Crofton, and shortlisted candidates will have an opportunity to tour the site. We hope to make an appointment by Friday 7 August.



Annex

Key Relationships

Site Manager: the Crofton Branch Secretary is acting as the Site Manager for 2020, as the previous Site Manager left in April to take up another role. A new Site General Manager will be appointed later in the year.

Crofton Management Team, who are mainly volunteer managers, responsible for running of Crofton and for future sustainability of the outcomes of the project. This team is led by the Branch Chairman

OCS Project Manager: a volunteer and Trustee with control of the project plan and working with the other participants to ensure delivery of the remaining stages of the project on time, and to quality and budget. The Project Manager reports to the Trust Council and to NLHF on project progress.

Crofton Project Group: a group of mainly volunteer staff, chaired by the Project Manager and including members of the Crofton Management Team, which is responsible for ensuring timely delivery of the project plan.

Other relationships

Assistant Site Manager, a full-time employee.

Crofton Volunteers, who number around 60 people whose dedicated work enables the care and operation of Crofton. Their roles will change and increase following completion of the project and their engagement and support needs to be gained and sustained.

Trustees of the Kennet and Avon Canal Trust who have overall responsibility for custodianship of Crofton and for delivery of commitments to NLHF.