

EDUCATION SERVICES (HERITAGE & OUTREACH) ROLE AS PART OF GEDDINGTON CHURCH'S 'STORY IN STONE' PROJECT

Post:	EDUCATION SERVICES (HERITAGE & OUTREACH) ROLE
Responsible to:	Project Steering Group The person appointed will be expected to attend and report to Project Steering Group meetings (normally evening) when required.
Hours	Provided that deadlines and obligations are met, the person appointed will be expected to allocate his/her time according to the needs of the project over a 9 month period from early October 2023 to early July 2024. It is anticipated that the time required will vary from one month to another, but approximate to an average of between 8 and 9 days a month. Attendance at some evening and weekend events will be required. Unless otherwise agreed, the postholder will not be expected to work on public holidays.
Fees and Budget	The fee payable will be on the basis of an hourly rate (to be mutually agreed), payable in instalments on presentation of invoices detailing days/hours worked and any expenses incurred. As a guide, the budget for the provision of this specialist service is £12,000, which should be regarded as the maximum fee payable overall.
Expenses	Car mileage for travel away from Geddington (excluding travel from home to Geddington) will be paid at 45p per mile on presentation of a mileage statement. Public transport fares will be paid on presentation of tickets/receipts. Reasonable subsistence expenses when visiting sites away from Geddington will be paid on presentation of receipts, subject to a maximum of £12 per day. Unless otherwise agreed, expenses will be paid monthly.
Work location	Project activities will be based in Geddington and surrounding areas.
Variations to the Brief	Variations may be negotiated by mutual agreement.
Application Process	Interested parties are invited to submit an application using the form attached detailing how their skills match the Person Specification listed below, along with relevant experience and their fees. This form should be emailed to geddingtonweekley@gmail.com by Wednesday 20th September 2023. We appreciate that this is a quick turn around - if you have any queries regarding any part of the process or application please contact Jane Rowley on 07920 006721 or the above email address.
Interviews	Interviews will take place on the morning of Wednesday 27th September 2023

About the Project:

The Parochial Church Council of St Mary Magdalene, Geddington (The PCC) has secured funding from a range of funders, including the National Lottery Heritage Fund for its project called '*A Story in Stone*'.

The PCC has appointed a Project Steering Group to oversee the delivery of the project, and the Steering Group now proposes to appoint an experienced Education specialist with experience of working in the heritage and community outreach fields on a self-employed or consultancy basis to work across a period of approx. 9 months to develop and implement key tasks listed below. This person will report to the Steering Group and will be expected to liaise and work with the other members of the Project Delivery Team, comprising:

- (a) A Project Architect;
- (b) a firm of Conservators who will carry out specialist conservation works to the medieval Reredos of the Church;
- (c) a consultant specialising in the design and installation of heritage interpretation displays.

The person appointed will also work with Geddington CE Primary School, the Northamptonshire and Boughton Archives, the Geddington Local History Society, local catering businesses and with local volunteers to deliver the parts of the Activity Plan for which s/he is responsible in full and to budget.

See Briefing paper attached for more details of the project.

Key Tasks:

- (a) To take ownership of the Activity Plan, develop and adapt relevant parts as appropriate to current needs and circumstances, and drive its delivery, ensuring that activities include relevant and accessible learning and engagement opportunities for local communities;
- (b) To build on relationships with local communities and groups in Geddington and surrounding areas to engage their interest in the project and its ongoing delivery;
- (c) To promote and help deliver group visits by diverse community groups;
- (d) To arrange and deliver a programme of public access events, including e.g. guided tours, illustrated talks, visits to archives, quizzes and exhibitions with relevant content to engage diverse audiences; and to work with the Conservators to mount a Conservation Workshop for students, professionals, etc.
- (e) To mount a final 'showcase' event for local communities, civic and other dignitaries and representatives of the NLHF and other funders designed to celebrate and further promote the heritage of Geddington and its church;
- (f) To oversee the implementation of a learning programme in partnership with Geddington CE Primary School, including the development of learning resources such as activity

cards/sheets and other materials that can be shared online with other schools and the public in general;

- (g) Recruit, train and coordinate a team of at least 3 volunteer tour guides and coordinate closely with the Steering Group to establish arrangements for online bookings of group visits and guided tours, including working with local pubs and cafes to enable groups to take meals as part of their visit when required;
- (h) In close consultation with the Steering Group and the heritage interpretation specialist, to contribute to the development and production of material for interpretation displays and a new historical section of the Church website; and to be responsible for using relevant and agreed social media outlets for positive promotion of the project and events;
- (i) To work support the work of a heritage interpretation specialist who will design and produce a suite of interpretation displays and materials for visitors and other audiences, as well as information to complement the work of volunteer guides;
- (j) In particular, to work with the heritage interpretation specialist to deliver outreach exhibitions with three local community groups. These exhibitions will be used to inform the content of more general interpretation materials;
- (k) To manage the budget for the relevant parts of the Activity Plan;
- (l) To build on relationships with the church officials and congregation of St Mary Magdalene Church, Geddington, to ensure that delivery of activities is sympathetic to the core purpose of the church as a place of worship and to encourage and explore with the Priest in charge and other church leaders on-going means of outreach to visitors and to new interest groups and new residents to the area going forward;
- (m) To attend monthly Project Team meetings in Geddington and such briefing sessions as may be requested by the Parochial Church Council (PCC) from time to time;
- (n) To ensure that the contributions made by the National Lottery Heritage Fund (NLHF) and other funding bodies are properly acknowledged in promotional and learning materials, and to help prepare reports to the National Lottery Heritage Fund and other stakeholders as necessary;
- (o) Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in project planning, delivery and communications;
- (p) Undertaking other necessary tasks commensurate with the expectations of the assignment;

Given the limited duration of this role, a key task will be to set in place the legacy planning for the ongoing delivery of activities, community engagement and the promotion of heritage to the public beyond the formal end of this role.

Person Specification

	Essential criteria	Desirable criteria
Skills	Ability to develop strong working relationships with a range of individuals and groups	Experience of developing and managing a website and web materials
	A proven ability to work alone as well as part of a small team and to prioritise and organise your own workload	Knowledge of how to make online content accessible and engaging
	An ability to work to agreed targets and to monitor progress against an action plan	
	Strong IT and organisational skills	
	Demonstrable oral and written communication skills	
Experience	Experience of developing and delivering educational and outreach programmes and working with communities to develop content for interpretation and exhibitions	Understanding of, and a commitment to, conservation and heritage
	Experience of working with schools and implementing a schools programme, including the development of learning materials	An understanding of NLHF projects and requirements
	Experience in management, training and oversight of volunteers	Understanding or appreciation of the particular considerations of delivering educational outreach programmes in a church or place of worship
Other attributes	A commitment to diversity and equality in service planning, delivery and communications	Knowledge of the local area, schools and community groups
	Public transport to the village of Geddington is extremely limited and therefore a full UK driving licence and own transport is deemed essential to deliver this role	

The postholder will be working in schools and with children. The successful candidate will be required to have a Disclosure and Barring Service (DBS) check before taking up the post.

This post will be part funded by the National Lottery Heritage Fund, and the person appointed will be expected to comply with their Terms & Conditions for delivery of this project.