

Ledbury Town Council

Job Description

Project Coordinator, Masefield Matters

Salary £31,564 per annum

2 year fixed-term contract

F/T 37hpw

Background

Everyone read John Masefield in the 1920s, he was a best-seller. His inspirational life and work have now faded from view. The 150th anniversary of his birth in Ledbury in 2028 is an opportunity to rectify this. Through a programme of activity exploring the things that mattered to him - people and place, the countryside and the sea, seafaring life - the community will become reconnected with the Ledbury Poet and their newly gained insight will be harnessed in the co-development of a memorial to him. What form the memorial will take – a trail featuring his words, a sculpture of running wolves, a digital rendition of the poem Everlasting Mercy – will be decided by the community.

The Masefield Matters project is funded by The National Lottery Heritage Fund.

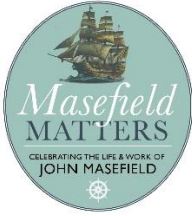
The job

The purpose of this role is to successfully deliver the familiarisation and consultation phases of the Masefield Matters project.

This will entail engaging community and other groups, supporting people under-served by heritage, with different aspects of Masefield's life and work through a series of projects, and delivering a programme of public events to connect a wider audience.

The postholder will commission and coordinate the freelance specialists and organisations that will contribute to the project, will oversee the consultation phase which will deliver the recommendations for the memorial, and throughout will proactively support the evaluation consultant in delivering impactful evaluation. The Project Coordinator will also manage the paid intern who will provide administrative support.

You will be expected to manage the project budget and prepare updates, reports and grant claims for the National Lottery Heritage Fund and other stakeholders including the town council, project board, and participating groups; attending meetings as required.



The post will be line-managed by the Town Clerk and supported by a small steering group of people with relevant experience including community group leaders.

Essential

- Proven experience of managing projects involving the community, including communities who may not feel they have a place in heritage conversations
- Excellent communicator at all levels to both engage and motivate the community and keep stakeholders informed
- Excellent organisational and time management skills, able to prioritise and deliver to deadlines and to adjust to a varied workload
- Ability to commission, manage and support freelancers and other specialists
- Strong partnership and networking skills
- Ability to innovate and self-motivate while also a team player
- Excellent administrative and IT/digital skills, including effective use of social media
- Experience of budget management
- Able to be flexible and to work some weekends, evenings and Bank Holidays in order to meet the needs of the project and the community groups which are the focus of the project
- Experience in safeguarding and risk assessment
- Understanding of the connection between heritage and the arts in building strong communities

Desirable

- A knowledge of and enthusiasm for the heritage of the area
- A full driving licence and access to a vehicle
- Experience of working in local government

For more information please contact the Clerk at:

clerk@ledburytowncouncil.gov.uk

or call: 01531632306