

Ledbury Town Council

Job Description

Project Intern, Masefield Matters

Deadline for applicants: Friday 21 February 2025

Post Title: Project Assistant Intern Location: Ledbury, Herefordshire

Responsible to: Project Co-ordinator

Responsible for: Project administration and social media

Purpose: Supporting the delivery of the Masefield Matters project Pay: National Living Wage

Length of contract: 12 month temporary post F/T 37hpw

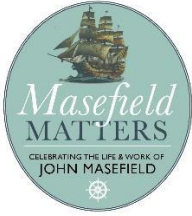
Background: Everyone read John Masefield in the 1920s, he was a best-seller. His inspirational life and work have now faded from view. The 150th anniversary of his birth in Ledbury in 2028 is an opportunity to rectify this. Through a programme of activity exploring the things that mattered to him - people 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.

There will be an opportunity to gain experience in project management and learn new skills.

Person Specification:

Essential

- Excellent communication skills
- Note taking skills
- Excellent administrative and IT/digital skills, including effective use of social media
- Organised and reliable
- Enthusiastic and keen to learn Desirable
- Administrative experience
- A knowledge of and enthusiasm for the heritage of the area
- Would suit a creative individual



KEY TASKS:

- A. Support Project co-ordinator with administrative and project related tasks such as scheduling meetings and minute taking.
- B. Assist in Project Planning and Execution: help in coordinating and managing project tasks and deliverables.
- C. Conduct research, compile data, and support with preparation for reports and presentations
- D. Support the delivery of training workshops and knowledge transfer events.
- E. Collate evidence and input into further grant applications for peatland restoration, if required.
- F. Document maintenance: Maintain project documentation for reference purposes.
- G. Promote and publicise the work of the Masefield Matters project on our social media platforms and website.
- H. 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
- I. Undertake other reasonable duties from time to time in addition to the above normal duties.

Please submit your CV and cover letter explaining why you are suitable for the role to Angela Price at clerk@ledburytowncouncil.gov.uk. If you would prefer to submit your cover letter via video or voice recording, please contact Angela for further details.

We understand that not everyone will meet all the requirements listed. If you are passionate about this role and believe you have the potential to excel, we encourage you to apply. We value diverse perspectives and experiences, and we are committed to providing a supportive environment for all our employees.