

Role profile

Job Title:	Still Curious Project Coordinator
Location:	Red House Museum, Christchurch
Line Manager:	Community Manager, Red House Museum

Purpose of role:

To coordinate the delivery of the cultural engagement activities within the HLF funded project, Still Curious, to achieve the trust's social impact objectives within the Community team.

Main Responsibilities:

To coordinate all aspects of the project including:

- Coordinating the delivery of the Project Plan and ensuring all activities are delivering on time and to budget
- Reporting to the Project Manager and stakeholders, including the project steering group, on progress
- Liaising with and contracting facilitators
- Liaising with project partners
- Managing volunteers and coordinating volunteer training
- Ensuring operational logistics run smoothly
- Organising group trips to the museum
- Ordering resources and materials
- Budget monitoring and reporting
- Leading on planning with the external evaluator
- Managing H&S within all project activities including safeguarding
- Organising events
- Supporting Communications and PR of project
- Supporting the completion of progress reports to funders

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation. The post holder must be willing to undertake duties outside normal working hours.

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met
- Comply with health and safety, equalities and environmental sustainability guidance and working practices

- Undertake appropriate training and development

Key competencies of role:

- 1.2 Leading and Supervising
- 2.1 Working with People
- 2.2 Adhering to Principles and Values
- 3.3 Presenting and Communicating Information
- 4.1 Writing and Reporting
- 6.1 Planning and Organising

Person Specification (competence requirement):

1. Essential qualifications

- Educated to degree level or equivalent

2. Essential knowledge/skill/experience

- At least two years project management experience in arts or heritage and health
- Ability to work well with vulnerable adults / adults with disabilities
- Proven ability to manage multi-stranded projects
- Proven ability to manage communications with a wide range of stakeholders
- Experience planning events
- Experience and understanding of project evaluation
- Good administration skills including budget control
- Strong knowledge of managing H&S within a project context
- Self-motivated and ability to manage own time effectively.

3. May also include development/desirable requirements – qualifications, skills, knowledge, experience

- Experience of managing Heritage Lottery Funded projects
- Experience of working with people with dementia
- Experience of running off-site trips for adults with disabilities
- Ability to generate ideas and develop creative solutions to issues as they arise

Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role.

- Using Display Screen Equipment – Desktop PC and Laptop
- Manual Handling – objects up to 5kg.
- Working with vulnerable adults
- Handling of food
- Lone working
- Use of own vehicle for work purposes.