



JOB DESCRIPTION

Trainee Heritage Project Manager - ST40 Heritage Programme

Salary:	£10,800 per annum (based on £18,000 full time)
Responsible to:	General Manager
Responsible for:	Project volunteers
Hours:	Part time (3 days per week)
Contract length:	16 months
Holiday:	20 days per annum inclusive of Bank Holiday entitlement (based on 33 days full time)
Hours:	21 hours per week (normally 9.30am-5.30pm)
Pension entitlement:	5% employer contributory pension with 2.5% employee contribution

The post is based at our office in Deptford.

About Spare Tyre

Spare Tyre is one of the UK's leading participatory arts charities, with nearly 40 years experience of producing bold and powerful theatre with voiceless communities. We use innovative performing and digital arts to challenge prejudice and transform lives, enabling unheard stories to be shared. We currently work with people aged 60+, adults with learning disabilities, economically disadvantaged communities, women who've experienced violence, and people with dementia and carers. Equality, accessibility and diversity are at the heart of everything we do.

In 2017 we begin the celebrations of our 40th anniversary, with a programme of work that will protect our archive, make it accessible for the future, and position Spare Tyre's story within the wider context of the history of the participatory arts movement. We will share this heritage through innovative digital, print and live arts-based projects.

Main purpose of the role

The Trainee will work closely with the ST40 Project Manager (General Manager), part-time archivist and other Spare Tyre staff and freelancers to support the delivery of Spare Tyre's activities during the ST40 Heritage Programme. The Trainee will gain professional heritage skills and knowledge, driving forward archive work, community projects and volunteering opportunities through our 40th anniversary celebrations.

In line with Spare Tyre's organisational mission to **train, mentor, progress**, the role will include the following development opportunities:

- Monthly supervisions with a Spare Tyre line manager and creation of a Personal Development Plan with aims and objectives to achieve during the traineeship, including soft skills
- Formal training in relation to archive and heritage research practices
- Formal training focusing on volunteer management
- Informal 'on the job' training working alongside the ST40 Archivist
- On the job training and mentoring from all Spare Tyre staff (360 degree organisational training)

Major Duties and Responsibilities

- To assist with development, planning and delivery of projects run by Spare Tyre as part of the ST40 Heritage Programme
- To assist the General Manager with administrative and project management responsibilities
- To assist lead facilitators and volunteers to undertake archival research relating to interpretation activities
- To facilitate requests by researchers, academics, artists to access the Spare Tyre archive
- To assist the Archivist to catalogue, organise and create ongoing archival systems for the Spare Tyre archive
- To support all volunteers, particularly ensuring personal access needs are supported
- To further develop the online history page
- To connect with individuals and agencies relevant to the company's history who hold potentially valuable historical material, identifying what should be documented or added to the collection and negotiating that to take place
- To undertake ongoing monitoring data collection, processing and evaluation, overseen by the Project Manager
- To develop and maintain relationships with partners and add them to the Spare Tyre database
- To be a committed member of the Company willing to take on a wide range of responsibilities as necessary to ensure the successful development and smooth running of the ST40 Heritage Programme

PERSON SPECIFICATION

Listed below are the requirements needed to undertake this job. These will form a key part of the selection process.

Experience, Knowledge and Skills:

Essential:

- Excellent verbal communication skills with the ability to get on with a diverse range of people
- Ability to talk confidently in front of a group
- Confident and willing to travel
- Interest in participatory and community arts
- Interest in heritage activities and research
- Ability to manage time well
- Ability to work alone and within a team
- Ability to plan effectively
- Ability to deal with the unexpected
- Ability to resolve conflict and troubleshoot
- Flexible and willing to learn
- Good level of computer skills including email and Word processing

Desirable:

- Experience in heritage activities
- Experience in the Participatory Arts sector

HOW TO APPLY

Closing date for applications is midday (12pm) on Tuesday 18th April.

Interviews will be held on Friday 28th April - if shortlisted you must be available for this date.

Please send your completed application form to info@sparetyre.org or send by post to:

Spare Tyre
The Albany
Douglas Way
Deptford
SE8 4AG