

## LEGASEE EDUCATIONAL TRUST

### Job Role

<b>Job Title:</b>	<b>Project Manager (Heritage)</b>
<b>Salary:</b>	£1100 per month
<b>Salary/Hours:</b>	Post is for 2 days a week
<b>Contract period:</b>	One year
<b>Location:</b>	Post can be worked from home and flexibly
<b>Responsible to:</b>	Legasee Trustee (Martin Bisiker)
<b>Accountable to:</b>	Project Steering Group

### Job Purpose

To work with the lead Trustee, Director of Legasee and the Project Steering Group to create a digital film and oral history archive of the experiences and observations of the Military Musicians of Kneller Hall.

To work with the Corps of Army Musicians to modernise, update and enhance the permanent exhibition at Kneller Hall.

To be responsible for the participation and involvement of volunteers in the project ensuring that they benefit from their role by gaining greater skills, knowledge and understanding of the role of military music and musicians.

To work with schools, teachers and young people to deliver learning sessions and produce lesson plans that meet the requirements for secondary and primary education.

### Key Responsibilities

1. To be the lead contact for the Kneller Hall project and responsible for the day to day running and organisation of the project locally.
2. To work with the lead Trustee and Director to recruit, train and support a team of volunteers who will be involved in different aspects of the project and ensure that their learning objectives are met.
3. To organise specific training for volunteers and CAMUS in oral history and filming, digitising archives, interviewing techniques and Oral History with Legasee.
4. To work with the lead Trustee and volunteers to identify and schedule the filming of veterans and ensure that veterans are involved in every stage of the project.
5. To work with the lead Legasee Trustee and freelance film professionals in the scheduling of filming and the involvement of volunteers and young people so that they participate in and learn from the process. This includes preparation of interview questions as well as the interview itself and post production.

6. To work with the CAMUS and the RMSM in involving veterans in the project through linking them with the volunteers, schools, participating in the project and facilitating their ability to help with research and giving talks.
7. To work with CAMUS to deliver the interpretation plan for the permanent exhibition involving schools and volunteers, ensuring it is well publicised.
8. To work with the RSM & Camus to ensure involvement of schools, veterans and volunteers in the concert programme.
9. To work with the educational consultant, teachers, children and young people to develop sessions and lesson plans that meet the requirements for the study of history and humanities in secondary and primary education.
10. Work with the Media Officer (freelance) to create and maximise the opportunity for publicising the project, exhibition, concerts and the archive and products produced from the project, locally, regionally and nationally.
11. To work with the Director to ensure that all aspects of the project are regularly monitored and evaluated against expected outcomes and objectives and regular reports given of progress to the steering committee.
12. To carry out any other activities which are related to the project and within the ability of the post holder.

For more information on the position, please call Ellen Clark on 01843 863941.

Thanks for your interest.

## Person Specification

**Job Title:** Project Manager (Heritage)  
**Salary:** £1100 per month / 2 days per week for 12 months  
**Base:** From Home (London area)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree and/or equivalent work experience	
<b>Experience</b>	<p>Experience and knowledge of the key issues relating to oral history.</p> <p>Experience and knowledge of the key factors necessary in creating a successful exhibition.</p> <p>Experience of project management within the voluntary or cultural sectors.</p> <p>Experience of working with schools.</p>	<p>Successfully managed a similar project (preferably HLF funded)</p> <p>Experience of working with the media and creating publicity.</p> <p>Experience of working with volunteers.</p>
<b>Skills, Knowledge and Abilities</b>	<p>Ability to prioritise, plan and organise workload.</p> <p>Able to demonstrate ability to work with volunteers.</p> <p>Ability to engage with and motivate volunteers.</p> <p>Excellent communication skills and the ability to relate with people of all ages and backgrounds.</p> <p>Ability to present history and heritage in an engaging and informative way.</p> <p>Good level of IT skills (including word, excel, internet, email)</p> <p>Able to ensure that equality of opportunity is integrated into every aspect of the project.</p> <p>Good local knowledge and ability to travel when needed.</p>	<p>Good knowledge of social media</p>
<b>Personal Attributes</b>	<p>Able to empathise with veterans</p> <p>Self motivated</p> <p>Flexible (can work hours flexibly to fit in with volunteer and project needs)</p>	