



# Creswell Heritage Trust

## Job Advert

<b><u>Job title:</u></b>	<b>Events and Volunteering Officer</b>
<b><u>Department:</u></b>	Engagement & Programmes
<b><u>Pay grade / Salary:</u></b>	£18,800 pa
<b><u>Hours:</u></b>	30 hrs per week Flexible with occasional evening & weekend
<b><u>Contract:</u></b>	Permanent, full time
<b><u>Reporting to:</u></b>	Engagement & Programmes Manager
<b><u>Responsible for:</u></b>	N/A

## Job description:

The objective of this role is to champion and deliver events and volunteering opportunities at Creswell Heritage Trust. This remit will include the management of events to attract new audiences to our unique visitor attraction and heritage site and develop a reputation for diverse activities. This new post will therefore offer the holder a chance to make a mark at a crucial time in the Trust's story.

## About the Company:

**Striking at the core of what it is to be human, we spark connections between people and planet, inspiring us to leave better marks on the future.**

Creswell Crags is a unique and dynamic place to work. A site of international renown for the significance of its prehistoric heritage, a Scheduled Ancient Monument and Site of Special Scientific Interest, a museum with an important archaeological and palaeontological collection, and a well-loved visitor attraction offering scenic walks, cave tours, a special events programme and a welcoming visitor centre with cafe and gift shop. Creswell Heritage Trust is an independent registered charity, which can be challenging but also incredibly rewarding. You will become part of a dedicated, friendly team with our sights firmly set on growth and a bright future for the special place we look after. Career and personal development opportunities are an important part of our ethos, as well a culture of leading in our sector and sharing best practice as an integral part of our work.

## Our Values:

**BOLD** Creswell Crags is neither neutral nor passive. We are driven by our ethics and will make our voice heard on the most important issues we face, from the climate emergency to challenging historic injustice.

**ASPIRATIONAL** We will continue to work to ambitious goals until we are recognized as the global authority on deep history that we are.



**PASSIONATE!** Our team is built on two things: expertise and passion. Our passion is affecting; we provoke similar passion in others for our precious place and its stories.

**COLLABORATIVE** We work in collaboration to help us learn and grow. We inform and listen; learning from the journeys of others and sharing our own.

**EMPOWERING** Our remarkable place and people empower our supporters to make their own profound connections and discoveries.

**INCLUSIVE** We strive to make our site, and our stories, as accessible as possible to those who might face barriers. We are not-for-profit and will keep our costs as low as is sustainable and offer free engagement where we can.

### **The application process:**

All potential applicants can find our relevant documents (job description and person specification) on our website [www.creswell-crags.org.uk/jobs](http://www.creswell-crags.org.uk/jobs). Please submit CV and covering letter via email to Finance & HR Manager [nicola.tewson@creswell-crags.org.uk](mailto:nicola.tewson@creswell-crags.org.uk). If you require any further information regarding this role do not hesitate to contact us via telephone on 01909 720370 or email [nicola.tewson@creswell-crags.org.uk](mailto:nicola.tewson@creswell-crags.org.uk).

Closing date for applications is 11.59pm 30<sup>th</sup> January 2020 and interviews to be held on 7<sup>th</sup> February 2022.

### **Key responsibilities:**

- Working with:
  - The Finance & HR Manager to manage spending within the set budgets for events and volunteering.
  - The Engagement & Programmes Manager to create messaging and content related to events, volunteering and community engagement.
  - The Communications Team to create messaging and content related to events, volunteering and community engagement
  - The Management and the Marketing Executive to locate new sites for traditional marketing: primarily poster and leaflet distribution.
  - The Fundraiser & Marketing Executive to create events with outcomes focused on driving fundraising/donations and community inclusion.
  - The wider team to identify requirements in terms of volunteer needs and to engage volunteers & develop volunteer's experience.
  - The wider team to lead on organisation and management of on site and online events to increase engagement and drive income; this will include regular seasonal events and new opportunities. Ensuring events are evaluated for success.
  - The Curator and the Learning team members to promote the unique significance of Creswell Crags to a wide audience.
  - The wider team and volunteers to develop the creative vision for seasonal events.
  - The wider team to develop the creative content for the website and social media channels.

- Responsible for:
  - Coordinating volunteer recruitment and management, including developing role descriptions, and conducting initial induction sessions with individuals.
  - Development programme of events, both in house and with partners
  - Fostering relationships and developing networks to support events and volunteering
  - Undertake Risk Assessments for all events and volunteer activities
  - Creative decoration of site during key seasonal celebrations
  - Contribution to content of e-newsletter in accordance with GDPR in relation to events and volunteer opportunities/activities.
  - Supporting volunteers to integrate into the organisation and specified department and working with departments to assess volunteer need and capacity quarterly.
  - Co-ordinating community engagement and networking with local groups.
  - Providing content for website updates and supporting content creation for social media, with a focus on events and volunteers.
  
- Other:
  - Supporting the Duty Management process for Creswell Crags, which means being a keyholder and occasionally being the most senior staff member on site on exceptional days, after training. This may include occasional weekends and evenings.
  - Being prepared to undertake all training relevant to the role and taking a proactive approach to seeking out CPD opportunities.
  - Representing Creswell Heritage Trust with external stakeholders, in particular within the wider museum sector, maintaining appropriate working contacts and relationships.
  - Partnership working with external organisations as and when required, for example with partner universities, other museums and other stakeholders.

**The ideal candidate:**

**Person Specification**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable work experience in a heritage, arts, cultural or charitable organisation		X
Demonstrable work experience in a volunteer coordination role		X
Demonstrable work experience in an events coordination role		X

<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSEs grade C or above including English & Maths	X	
Degree, professional qualification or demonstrable equivalent experience		X

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
IT literate – MS Office	X	
Understanding of the museums and heritage sector, and working for a not-for-profit organisation		X
Knowledge of strategic approaches to events and volunteer coordination.		X

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiastic and tenacious approach to work	X	
Self-motivated	X	
Attention to detail	X	
Hands on approach to problem solving	X	
Ability to prioritise tasks	X	
Good inter-personal skills	X	
Create and imaginative approach	X	
Confident communicator	X	
Excellent written communication skills	X	
Interest in museum/heritage sector	X	

### **What we can offer you:**

- 32 days annual leave including bank holidays
- Company pension scheme
- Occupational Sick Pay
- Staff discount in café & shop
- Free parking

### **Equal opportunities statement:**

Diversity & inclusion is very important within our work ethics. We are an equal opportunity employer committed to a diverse and inclusive workforce.

We also consider hybrid working.

Reviewed by: Nicola Tewson  
 Review date: 13/01/2022