

THE MAKING OF MASHAMSHIRE (MOM)

Project Management Brief: The Bakehouse Heritage Learning Centre

Project Outline

1. Refurbishment of the former baking rooms at the back of Reah's Grocery (15 Silver Street, Masham, N. Yorks HG4 4DX) into a heritage learning centre (The Bakehouse) designed to serve the residents and visitors of the Yorkshire Dales market town of Masham, and its surrounding rural area of Mashamshire.
2. Development of a programme of activities in line with the 5-year organisational commitments and development plans of The Making of Mashamshire; to be delivered from the Heritage Learning Centre (see attached Business Plan 2016 -2019).
3. Promotion and launch of the heritage learning centre on completion of refurbishment.

Project Management – project specific tasks;

1. Refurbishment
 - a. Scrutinising the work of the appointed main contractor according to the requirements of their refurbishment contract including: maintaining health and safety standards; budget; standard of work and materials; and meeting timelines.
 - b. Managing escalated concerns raised by main contractor.
 - c. Reporting to the MOM Building Sub-committee and Trustees Board on progress and escalated concerns.
 - d. Liaising with the property owners, neighbours and partners before, during and after the refurbishment.
 - e. Communicating with statutory bodies and funders throughout the refurbishment.
2. Development of programme of activities
 - a. Working with volunteers, trustees and partners to develop an exciting offer of activities to be delivered in and from the new heritage learning centre.
 - b. Fundraising for said projects.
3. Promotion and launch of heritage learning centre
 - a. Awareness raising with partners and potential stakeholders across the local area and region.
 - b. Designing and delivering a marketing plan for the Heritage Learning Centre opening events and first year programme.
 - c. Planning and delivering an exciting launch for the heritage learning centre including an event and a series of activities.

The Project Manager for this project will need to deliver strong organisational and communication skills, a working knowledge of project delivery within the cultural heritage sector, strong educational and community experience, a sound curatorial background and experience of recruiting and managing volunteer-led programmes. They should also have project management experience in building maintenance and refurbishment, as they will be the first point of contact for the main contractor during the conversion works.

- **Location** **Masham, North Yorkshire**
- **Job Type** **Freelance**
- **Accountable to:** **MOM Trustee Board**
- **Duration:** **90 working days between February – September 2017**
- **Fee:** **£125 per day**

The Making of Mashamshire – Role of a Project Manager:

1. Organisational development

Where possible, supporting the Trustees in the delivery of the organisational aims and objectives.

Providing support in the key areas of administration, finance, governance, fundraising and working with stakeholders and partners.

2. Fundraising and project development

Working with the board of trustees, volunteers and partners to design and develop potential project ideas in line with the organisations aims and objectives.

Producing project outlines and funding applications to secure funding for a broad range of activities based on the activity and funding profiles as set by Trustees.

3. Project delivery

Ensuring project compliance and the meeting of the project-specific Project Manager Brief

Management of the day to day responsibilities for ensuring high standards in all aspects of project delivery across a number of projects as required by the Trustees, including but not limited to;

- Education Activities in Schools
- Social Inclusion and Reminiscence work within the community
- Public Access through events, exhibitions and printed / online material

Ensuring all activities and staff are in accord with the organisations aims and principles as well as meeting all safeguarding, health and safety, and Inclusion standards.

4. Collections Management

Ensuring the collections belonging to The Making of Mashamshire, those on loan and those belonging to MOM partners are protected at all times. Ensuring that all work with collections is undertaken to standards that safeguard and protect fragile original material.

Using sound curatorial skills to develop a cataloguing programme for volunteers, to ensure an accurate and consistent record for each item, alongside interpretive and contextualised information, so that the collections are organised and 'searchable' online, and highlighting specific aspects of the collections for potential exhibition and community engagement opportunities.

5. Volunteer Management

Developing the Volunteer Programme and recruiting and supervising a sufficient pool of local volunteers (with the support of the Trustees) to work in the following teams;

- Oral Interviewing,
- Archive and Cataloguing,
- Exhibitions and Outreach.

Setting a training scheme in place to provide volunteer CPD/core skills to deliver the set projects, ensuring volunteers have access to high levels of training and support, whilst ensuring their individual reasons for volunteering are recognised and fulfilled wherever possible.

6. Increasing public access

Developing a range of projects and activities that develop awareness and engagement with local heritage and public access to the collections of the organisation and its partners.

Managing the use of an open-door venue and linked outreach activities.

Managing the development and maintenance of the website including database access to catalogues, reporting of project work, items of local interest and contact with interested parties.

Ensuring the website and social media are consistently engaging and draw online visitors into the stories and connections.

Working with the volunteers and wider interest groups to explore local access initiatives, such as workshops in schools, reminiscence sessions, displays in public areas, as well as online/social media opportunities for participation.

7. Reporting

Reporting regularly to the Trustees, providing evidence for contractual reporting to all funders and keeping the Board well informed of overall progress on all projects and activities with liaison over budgets, schedules and agreed targets

Skills, Knowledge and Experience:

- Experience of project delivery within the cultural heritage sector, with a track record of delivering work on time and on budget
- Sound project management skills in building maintenance and refurbishment
- A working knowledge of photographic, map and paper collections, formats, and standards of care required when working with fragile original material.
- Experience of volunteer management and co-ordination within the cultural heritage sector.
- Experience of the design, management and effective delivery of education and community based activities and the associated safeguarding responsibilities.
- Strong understanding of the education system and curriculum.
- Outstanding teaching skills and strong experience in lesson planning and curriculum development
- Strong awareness of the needs of vulnerable adults and excellent listening and delivery skills at workshop, group and individual level
- Experience of open-door venue management and the requirements of public access and safe delivery of activities
- An understanding of what funders expect in terms of meeting and reporting on the outcomes and impact of the organisation, and its project work
- Excellent collaborative and communication skills; clear and authoritative in spoken communication and experience of working across a range of different groups from external contractors to volunteers.
- Excellent presentation skills, and the ability to enthuse and inspire a volunteer team.
- Understanding of digital technologies and the potential creative opportunities for interpreting heritage sources for audience engagement.
- Experience of delivering similar successful projects.