

**CULTURE, HERITAGE & ARTS
ASSEMBLY.**

ARGYLL & ISLES



Heritage Horizons

Job Description: Project Coordinator

The Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS), is delighted to announce two part-time Project Coordinator roles as commission opportunities to support Heritage Horizons. These roles will contribute towards an innovative partnership with the Argyll and Bute Museums and Heritage Forum (ABMHF), funded by the Scottish Power Foundation for one year (2021-2022). One role will cover North Argyll and be notionally based in Oban; the other will cover the South and be notionally based in Lochgilphead.

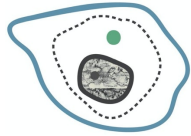
Summary of Project Coordinator Role

Project coordinators will be critical to the success of this project and will be expected to work both with independent initiative and as part of a team. The key aims of the roles are to connect, coordinate and support placements and accreditation opportunities:

- Support heritage organisations to develop existing learning and visitor services programmes to engage more young people through placement and workshop opportunities
- Support, monitor and co-evaluate, development of new innovative collaborative stakeholder contexts for heritage learning, visitor services and volunteering
- Develop and manage accreditation opportunities linked to project participation and placements, e.g., Duke of Edinburgh Awards Scheme, Trinity College Heritage and Cultural Leadership Awards (via CHARTS as a registered Trinity College Accreditation Centre).
- Assist to develop partnership goals across geographic areas; contribute to area-based sustainability plans
- Document and profile emerging best practice
- Contribute to project exit strategy: preparing the sector to embed project models

Project Coordinator Deliverables

- Agree and monitor delivery of Activity Plans for each participating Hub (3 in the North, 3 in the South)
- Produce Learning Agreements for each young person on key placements (2 per Hub)
- Administer meetings and workshops



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- Support and moderate accreditation for young people as appropriate; work closely with partner bodies to achieve this

Experience and Skills Required:

Essential

- Knowledge of Argyll and Bute
- Demonstrated understanding of heritage
- Understanding of heritage visitor and education services
- Experience of developing accreditation opportunities for young people in school and community contexts
- Evaluation experience
- Awareness of CHARTS and development of networks
- Keen understanding of health and safety and data protection legislation
- Reporting experience
- Keen understanding of media and online communications
- Ability to work independently and as part of a team

Applicants should also be willing to:

- Work remotely from home and to travel as required
- Work during evenings and weekends as may be required

Desirable

- Experience of working in moderation contexts for accreditation
- Experience of working in network development context
- Understanding of website development tools
- Experience of social media communications working with young people
- Experience of using the arts as a learning tool

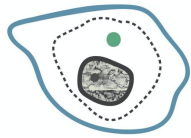
Project Coordinator Fee: £13,000

This fee is payable for 2.5 days per week or with agreed equivalent schedule for one year, ending in May 2022. As a self-employed position the successful candidate will be expected to work from home and on site and be responsible for her/his own taxes and other business/insurance costs.

To Apply:

Please forward your CV and cover letter (as email attachments) to outline relevant experience and interest in role. Please state which geographic areas you would be keen to work in (i.e. North or South or either).

Forward your complete application to Kathleen O'Neill, CHARTS Development Manager, at Kathleen@chartsargyllandisles.org



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Deadline for applications: 6pm, Friday, 14th May, 2021.

Please note virtual interviews will take place on **Wednesday 19th May**

Successful applicants will be invited to attend by Monday 17th May

Successful candidates will be expected to commence in these roles from the beginning of June or as soon as possible.