



## Freelance Project Officer

**Job title:** Project Officer  
**Hours:** 120 days (Day = 7.5 hours) from February/March 2019 - 31st May 2020.  
**Fee:** £120 per day.  
**Responsible to:** Project Manager and Friends of Burnage Library (FOBL) Trustee Board  
**Based at:** Burnage Library, Activity and Information Hub

### **JOB PURPOSE:**

To carry out project activities on the “Burnage: A Place Called Home” project [www.burnagehome.co.uk/wp/about](http://www.burnagehome.co.uk/wp/about) in line with project objectives to ensure that the project is delivered in accordance with agreed timescales and according to Heritage Lottery Fund guidelines.

To work with the Project Manager, community partners and stakeholders to ensure the project benefits a diversity of participants, contributors and audiences.

To work in line with Friends of Burnage Library’s Equality and Diversity policy.

### **KEY RESPONSIBILITIES AND DUTIES:**

#### **Working with volunteers:**

- Support volunteer Champions to engage with our community based heritage activities, providing additional support throughout the project.
- Assist our Champions as they gather, catalogue and edit oral histories, and upload them to the project’s website.
- Supervise volunteer Champions on their organised visits to Archives+, helping them to access resources on the development of the housing estates.
- Work with volunteer Champions to produce original material for the project, including blog posts sharing their findings.

#### **Gathering and processing project materials:**

- Ensure the safekeeping of original documents, images and sound files provided by members of the community, secure permission for their use.
- Digitise photographs, documents and other materials for use in the project.
- Work with project manager to coordinate the production of learning materials.

- Assist with the curation of artistic and archival material for the exhibition at Manchester Central Library.
- Collate materials and draft text for our three 'Spotter's Guides', performing additional research as necessary.

#### **Supporting events and activities:**

- Support the Project Manager in their activities, ensuring all monitoring is correctly performed and recorded.
- Work with the project manager and local partners to plan and assist with local heritage walks.
- Work alongside teachers from local schools to produce learning resources, and facilitate school visits to Burnage Library.
- Work alongside our freelance artists, graphic designers, filmmakers and sessional leaders to deliver their activities.

#### **Promotion and Publicity:**

- Develop relations with local community organisations: promoting the project's aims, gathering material of interest and helping local people explore the history of housing in their area.
- Promote the project at community venues and events across Burnage, supporting local organisations who want to share their stories.
- Record our activities as they are undertaken, producing video recordings or photographs, giving evidence of the programme's development.
- Update our project's **WordPress** [www.burnagehome.co.uk/wp](http://www.burnagehome.co.uk/wp) and **Omeka** [www.burnagehome.co.uk/stories](http://www.burnagehome.co.uk/stories) websites to share our findings, host its photographs, videos and published learning resources.
- Update our social media accounts, including the website, Facebook and Twitter pages, to promote and document the project's activities.
- Compose blog posts recording the project's progress.
- Produce posters and flyers to promote events and organise their distribution.

### **PERSON SPECIFICATION**

#### **Essential Knowledge, Skills and Experience:**

- Experience of working in a community setting with different age groups.
- Experience of working with historical materials.
- Experience of supporting volunteers in performing historical research.
- Excellent written and oral communication skills
- Excellent interpersonal skills.
- Demonstrate a flexibility in approach to work: both in terms of duties and hours.
- Demonstrate a willingness to undergo training.
- Demonstrate a willingness to use your initiative.

**Desirable Knowledge, Skills, Experience:**

- Experience of project work, ideally involving schools.
- Experience of recording and editing oral histories.
- Excellent IT skills, with experience of using Content Management Systems such as WordPress or Omeka advantageous (full training can be given).
- Experience writing blog posts, and using Facebook, Twitter, or other social media platforms.



**LOTTERY FUNDED**