



EDUCATION AND ACTIVITIES COORDINATOR (HERITAGE)

This post is 0.4 fte (2 days average per week – flexible hours) for 3 years

*The salary is £600 per month,
being based pro-rata 0.4 on an annual full-time salary equivalent £18,000*

Context

All Saints Ilkley has received support from the Heritage Lottery Fund (HLF) for our project to tell the stories of the parish church, Saxon Crosses and Roman Fort. The project aims to improve access to and open up the interior of the church to reveal the exciting heritage within. The HLF grant, combined with generous fundraising, has enabled the capital works to progress with a completion date anticipated in a few months' time.

All Saints Ilkley is one of the most historic places in Ilkley, standing on the site of the former Roman Fort of Olicana, a Scheduled Ancient Monument, founded in 80AD. When the fort was abandoned, Anglo-Saxon settlers re-used the stone to build a church. The current Grade II* listed building is partly medieval and was substantially enlarged by the Victorians. The 15th century tower houses three Grade I listed Saxon crosses and several Roman altars of great regional significance.

We are preparing exciting displays, guided walks and digital media to interpret more than 2,000 years of history. This will enhance Ilkley's offer to visitors to the town, and be a basis for an educational programme for schoolchildren and students. Our plan includes for newly-recruited volunteers who will provide a warm welcome to visitors and be trained to share our heritage, and a new staff post to help us deliver our vision.

All Saints Ilkley is a lively and growing church with a focus on community outreach, children and young people. Through the generosity and time of our many volunteers, we aim to be a blessing to local people, businesses, schools and visitors. This project is only part our current wider plans of £1.8million which also includes to refurbish the adjacent Church House (our church hall, meeting rooms and offices) and to build a new Link building between the church and the House.

This applicant information document invites suitable applicants to apply as according to the role and job description outlined herein, working closely with our Heritage Manager.

<http://www.ilkleyallsaints.org.uk/church-development/>





Education and Activities Coordinator (Heritage)

The Role and Job Description

Recruitment need:

Focusing on the heritage assets within the church itself, and within the standards of the HLF, we wish to appoint a part-time 0.4 full-time equivalent (FTE) Education and Activities Coordinator, who will report directly to the Heritage Manager.

Role Purpose:

The role is to assist with the planning and then ensure the delivery of a varied and engaging programme of community and education activities.

Hours of work:

This post is for 0.4 FTE (equivalent to 2 days per week), but hours may be flexible. This post is within the Delivery Stage Activity Programme of HLF funding (3 years).

Job description:

Responsible to:	Reporting to the Heritage Manger
Responsible for:	N/A
Main activities:	<p>Work with the Heritage Manager to develop and deliver a varied programme of activities and events that engage the local community in the stories of All Saints, to time and in budget. Specific activities include:</p> <ul style="list-style-type: none"> - Working with a Creative Writer to deliver and exhibit the thoughts and interpretations of the heritage of All Saints Church in an imaginative and creative form. - Supporting the development of, and then delivery of, a Community Events Programme to be held in the churchyard and church through the year that attract new and varied audiences to learn about the story of All Saints through live interpretation and/or participation. - Supporting the development of, then delivering, a 20th century Memory Sharing Project with older people living in the surrounding area. - Supporting the development of, then delivering, an engaging Schools Education Programme linked to the National Curriculum, with visits to the Church and surrounding area. - Develop materials and resources required for educational visits and the Community Events Programme. - Managing a team of volunteer Welcome Ambassadors to assist delivery of education and community activities. - Ensuring that all health and safety and child welfare obligations are met in delivery of the activities. - Working with the marketing officer to: encourage participation from schools within Ilkley and the surrounding areas to participate in the new Schools Education Programme; and to maximise publicity and marketing of the Community Events Programme. - Any other duties as delegated by the Heritage Manager.



Other key relationships	Vicar and All Saints staff team Development Coordinator Marketing Agency External network of partnership organisations All Saints Youth Programme Lead All Saints young children's Programme Lead All Saints 'Natter' Lead
Limits on authority:	Scope of delegated authority as outlined in Church Policies and as updated by the Parochial Church Council (PCC). All employees, volunteers and consultants acting in the name of All Saints Ilkley are expected to behave personally and in their relationships in a manner that is appropriate to the Church's stated values.
Experience/ qualifications:	Previous successful experience of supporting and enabling learning Minimum educational standard of NVQ level 3 or similar in a related context
Context:	Whilst this post is secular in its function, the post-holder will be working in an environment and with colleagues which is expressly Christian; applicants need to be aware of this and be prepared to engage in that setting.

Closing date, 1200-noon 1st March 2019
Interviews week-commencing 11th March 2019
Thank you for your interest

26th January 2019

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