# Job Title: Heritage and Culture Coordinator

**Reporting to:** CHT Project Director

**Job purpose:** Develop and drive our heritage, culture and enterprise offer using the rich industrial history and legacy of the Chance Glassworks and other heritage projects. Coordinating all strands of our community engagement activities, managing our social media and external communications

**About The Chance Heritage Trust (CHT)**

The CHT was formed with the intention of regenerating the Chance Glassworks, saving this nationally important `At Risk’ Scheduled Monument and a series of Grade II Listed Buildings in the heart of the Galton Valley Conservation Area. Its remit has subsequently expanded to include the Grade II\*/Scheduled Soho Foundry and Mint site.

These sites have deep-rooted community significance and the projects will develop vibrant mixed-use complexes including residential and business accommodation, meeting spaces and visitor attractions. It will return the heritage buildings to beneficial use, create local jobs, support small businesses and provide training for people in Smethwick and the surrounding area. The sites will be developed in phases, determined by logistical issues of site access and available funding.

The Heritage and Culture Coordinator will support the development of our regeneration projects by working with all relevant stakeholders, agencies and funders, developing and organising heritage, cultural and later, enterprise activities that engage our diverse community and stakeholders, celebrating our heritage in all its forms.

**Specific Responsibilities**

Reporting to the Project Director and working closely with appropriate CHT Board members.

The post holder will:

* Focus on engagement with our community, locally and worldwide, and stakeholders in developing and organising appropriate cultural conversations, partnerships, events and activities face-to-face and virtually.
* Continue our work in building our archive of former employees' stories and our rich historical resources
* Undertake community and stakeholder engagement and consultation in relation to CHT’s projects.
* Develop partnerships with education and training, culture, heritage and other organisations that support the delivery and objectives of the Trust.
* Where appropriate, recruit, manage and develop volunteers to assist with public access to the site, undertaking historical research work, as well as for activities, events and other areas of work.
* Develop and implement appropriate and tailored social media and marketing communications by instigating and supporting ongoing and future campaigns; engage by using storytelling, with the aid of our rich archive and contacts
* Update the CHT website and add content as necessary and manage any website based activities
* Produce short video content/photographic material for social media use
* Contribute creatively and constructively towards keeping our media activities in the public eye that is tailored to the specific audience groups.
* Work with the Trusts’ webmaster and magazine editor in developing magazine content
* Liaise with key stakeholders to ensure content is current, on-topic, audience targeted and informative.
* Monitor and analyse/evaluate success and make recommendations for improvement.
* Continuously Improve engagement with our audience and interest groups.

**General Responsibilities**

* Organise all community interfacing activity through face-to-face and virtual platforms
* Collaborate with a wide range of stakeholders, existing partnerships and education and training, culture, and heritage organisations that have synergies with CHT
* Monitoring and responding to posts on social media platforms and the website
* Sourcing, scheduling and editing relevant content that will appeal to the various audiences and stakeholders we engage with
* Prepare press releases; develop good relations with representatives in all media, especially local press, council, and other statutory/community/voluntary organisations.
* Support producing artwork for advertising job roles, tenders, and various announcements
* Respond with members of the public who are researching the history of our industrial heritage assets or have responded to a post or online appeals

**Person specification, knowledge, and experience**

**Essential**

* Excellent communication and interpersonal skills for the variety of audiences
* Experience working with a range of community cohorts and organise appropriate heritage and cultural activities and events
* Ability to build and maintain strong audience and team relationships
* The ability to work effectively as part of a team and alone
* Persistence, enthusiasm, motivation and a proactive manner
* Organisational skills
* Experience using social media platforms including Facebook, LinkedIn, Google+, Twitter, YouTube, Instagram etc
* Ability to manage multiple priorities simultaneously
* Confident communicator and presenter at all levels
* Excellent interpersonal skills, both written and oral for the range of audiences

**Desirable**

* Knowledge of the local area, particularly Sandwell
* Willingness to learn enough about the history and importance of the two sites and their related industries
* Skilled with editing software, Adobe Packages, Photoshop etc
* Search Engine optimisation capability
* Website design capability

**Additional Information**

**\*Remuneration:** Pro-rata of **£30,000** per annum, depending on experience.

**Location:** A mixture of Smethwick based, with travel required, and home-based work.

**Hours:** **16** hours per week. Flexibility will be required to accommodate fluctuating work demands.

**Contract duration:** Funding is currently only available to offer this position for **3 years.** A self-employed basis would be acceptable.

**Paid Leave:** \*28 days per annum pro rata (3 of which may have to be taken over the Christmas and New Year holiday period) Note: Paid leave not applicable if self-employed.

**Pension:** Group stakeholder pension scheme Note: Pension scheme not applicable if self-employed.

**\*Note: this post would be suitable for someone who is self-employed. Monthly contract rate: £1,250.**

The closing date for applications is **11th November 2024**

Candidates who are being invited for interview will be notified by **w/c 15th November**

Interviews for the position will take place in Person **21st or 25th November**

**For further information contact: Mark Holden, Project Director**

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