



CHANCE GLASSWORKS HERITAGE TRUST



Job Title: Administrator

Reporting to: CHT Project Director

Job purpose: To provide administrative support to the Project Director, Heritage Coordinator and when required the CHT Board of Directors

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 CHT Administrator will support the development of the project by supporting the team as they work with all relevant stakeholders, contractors, agencies and funders, and undertake community and stakeholder engagement activities.

Specific Responsibilities

Reporting to the Project Director and working closely with appropriate Board members and our Heritage and Culture Coordinator when required.

The postholder will:

- Provide administrative support, and co-ordinate diary appointments of the Project Director and, where appropriate, the CHT Executive Team Board members with partners and stakeholders involved in the project.
- Support the management of financial processes and procedures of the organisation
- Manage the central electronic filing system and data repository for information produced
- Support the drafting of documents relative to the projects including briefs, tender documents, letters, emails and media documents etc
- In conjunction with partners produce and distribute monthly progress reports for funders and stakeholders
- Record and minute meetings between parties and Board meetings
- Support the role of the Heritage and Culture Coordinator in their activities
- Support the management of volunteers including time sheets and rostering

Chance Heritage Trust Email info@chanceht.org Phone +44 (0) 121 663 1053 www.chanceht.org

Correspondence to our registered address:

E R Grove & Co Limited, Grove House, Coombs Wood Court, Steel Park Road, Halesowen, West Midlands, B62 8BF

Chance Heritage Trust a charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014 with registered number 8180.

HMRC Charitable Status Registration: ZD06279

VAT Registration number: 227 6121 25



General Responsibilities

- Be the first point of engagement for enquiries including our info@email address
- Undertake financial record-keeping appropriate to the role.
- Liaise between our accountants and Community Benefit Society Secretary and monitor expenditure
- Organise and attend project meetings (virtual or face-to-face) of project teams and where appropriate the CHT Board
- Support ongoing marketing activity and social media presence
- Any other duties appropriate to the role

Person specification, knowledge, and experience

Essential

- Office administration experience including record-keeping, letter production, mailing and filing
- IT skills to include word processing, databases and email
- Good oral and written communication skills
- The ability to work independently, with good time management and organisational relationship building skills

Desirable

- Experience working in roles involving co-ordinating consultants and other parties involved in projects
- Experience of working with community involvement/in a public-facing role, working with volunteers
- Knowledge of the local area, particularly Sandwell

Additional Information

***Remuneration:** **Pro rata of £22,000 per annum plus pension scheme**

Location: Smethwick and Home-based and with some additional travel required.

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: paid leave not applicable if self-employed



**CHANCE
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***Note: this post would be suitable for someone who is self-employed. Monthly contract rate: £917**

The closing date for applications is **13th January 2025**

Candidates who are being invited for interview will be notified by **w/c 20th January 2025**

Interviews for the position will take place in Smethwick – details to be confirmed

For further information: Contact info@chanceht.org

Website: www.chanceht.org