

Job Title:	Heritage Volunteer and Activity Co-ordinator		
Department:	St John's RC Church, Rochdale		
Reports to (job title):	NLHF Heritage Project Manager		
Accountable to:	Parish Priest, Project Chair		
Responsible for:	Project Activity Volunteers		
Key Relationships:	Diocese of Salford, NLHF Heritage Project Manager, Steering Group for Board, project partners and Project Volunteers		
Location:	St John the Baptist RC Church, Rochdale or virtually	Travel Required:	Some travel in the local area
Level/Salary Range:	£23,000 per annum (subject to pro rata)	Position Type:	Part time fixed term contract to 30/12/2023
Hours of Work:	21 hours per week to be worked on a flexible basis including some evening and weekend work.	Holidays:	25 days per annum plus statutory bank holidays. There are also 5 additional closure days (4 days between Christmas and New Year and 1 day Maundy Thursday). All subject to pro-rata.
Overview and Job Purpose:			
<p>Background</p> <p>St John the Baptist Catholic Church Rochdale is a Grade II* listed building. We are delighted to undertake a large renovation project to save the heritage of this wonderful church. The restoration will include the repair of the unique Dome and the fine example of Mosaics contained within the sanctuary of the church.</p> <p>Alongside this restoration we will be developing a programme of heritage activities. The post holder will be responsible for the careful planning, implementation, and co-ordination of these activities.</p> <p>A number of volunteers reflecting the diverse communities surrounding St John's will also need to be recruited, trained, and supported to undertake their roles. There will be a range of volunteer roles including activity specific and welcome. The post holder will take the lead responsibility for this, working alongside the Project Manager and the Project Heritage Team</p> <p>Please refer to our project management structure enclosed.</p>			
Job Description:			
The Volunteer and Activity Plan Co-ordinator will recruit and manage volunteers of varying ages			

and from diverse backgrounds. They will also take a lead role in coordinating and implementing a range of heritage activities.

For the Delivery stage we are using a thematic approach for the delivery of our community activities. The following is an example of the first theme which is Opening Up:

- OU1 – Opening Our Doors: volunteer recruitment and capacity building
- OU2 – A Warm Welcome for All: volunteer training programme
- OU3 – Signposting St John's: project promotion and enhanced messaging
- OU4 – Exploring Our Roots: a community garden and natural heritage project
- OU5---Musical Performance.

Actual activities within the other themes will include, but not be limited to, research and interpretation, oral histories, mosaic and family craft workshops, nature and biodiversity, exhibitions and the development of an interactive website.

Internally the role will involve working with the Project Manager, Architect and team, and Focus Group. There will also be two consultant posts for the duration of the contract – an evaluation consultant and a communications consultant.

This public facing side of this role encompasses working with visitors, the general public, school groups and other key partners. Behind the scenes the role encompasses publicity and promotion of the activities, project managing the activities.

Key responsibilities

- To engage with and further develop relationships with key partners and existing volunteers.
- To proactively engage with the local community about the project and be a point of contact for the project activities.
- To be the point of contact for all volunteers and to support them with their learning and development.
- Assist with the recruitment of all volunteers and ensure they undertake the defined appropriate training.
- Support the NLHF outcome for volunteers that 'People will have developed skills'.
- Co-ordinate all aspects of the heritage activities from planning to implementation.
- In liaison with the evaluation consultant to ensure appropriate systems are in place to collect evaluation data in line with NLHF outcomes.
- To convene and administer a focus group to assist with the identification of target groups within the wider community, networks and contacts with a view to engaging them in the heritage activities.
- To manage the production of project displays and exhibitions, ensuring they are accessible and suitable to different audiences. These could be in church and elsewhere.
- To liaise with the Project Manager on project queries and provide updates on project progress and evaluation.
- Be part of the 'new welcome' to St John's church showing an open, friendly approach to

visitors.

Reporting Responsibilities – continually collect data to

- Provide monthly monitoring reports to the project manager
- Produce a consolidated three-monthly report (these are seen by the Board and the NLHF monitor)
- Attend project meetings as necessary and provide updates and reports on items such as volunteer recruitment, participation, attendance and evaluation of activities.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Degree or equivalent qualification • Previous relevant work experience • Excellent oral and written communication skills 	<ul style="list-style-type: none"> • Project management experience
Experience:	<ul style="list-style-type: none"> • Experience of recruiting and managing volunteers • Experience of promoting events and organising agendas • Excellent administrative, organisation, problem solving and planning skills • Understanding of evaluation and implementing data collection processes • Proven time management and reliability • Ability to work well in a team with strong interpersonal skills 	<ul style="list-style-type: none"> • Experience of working with multiethnic communities • Previous work on a National Lottery Heritage Fund project • Experience of delivering a grant funded project • Appreciation of heritage

Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Able to multi-task and meet deadlines • Good listening skills • Able to work well as part of a team and alone • Well organised with attention to detail • Ability to effectively communicate with a range of people • Proven reliability and ability to manage own time • A flexible and can do proactive approach with the ability to contribute to the development of the project. • Excellent IT skills including Microsoft office and social media 	
Personal qualities:	<ul style="list-style-type: none"> • A friendly welcoming approach • The ability to understand different audiences and the need to involve multi-cultural communities in the planning and delivery of the project. • Self-motivation and personal drive to develop and complete tasks to required timescales and quality standards • The ability to remain motivated and resilient and inspire high levels of motivation in others. 	
Other requirements:	<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service • To undertake the EduCare 	

	<p>Training modules (Child protection & Safeguarding Adults)</p> <ul style="list-style-type: none"> • To undertake safeguarding training modules relating to Safer Recruitment and Creating a Safe Environment • To undertake further training as requested by the Diocese which may include an online safety module • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups 	
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The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder.

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Christine Mathewson	Date:	November 2021
Reviewed By:	Human Resources	Date:	November 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <https://www.catholicsafeguarding.org.uk/>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Parish:	

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