

Heritage Programme Manager

£26,817.00 - £31,991.00 per annum

Salary dependent upon qualification and experience

Initial contract will be up to 28 February 2023 - fixed term contract

37.5 hours per week, 52 weeks per year.

Working pattern will include some evening, weekend and Bank Holiday work

Based in The Jewellery Quarter in Birmingham

Ruskin Mill Land Trust has been awarded a significant Heritage Lottery Fund grant, to undertake the next phase of work at its New Standard Works site in Birmingham's Jewellery Quarter. The project will create new facilities from which the visitor can explore the heritage of the building and the area. The funding allows for delivery of an ambitious five-year Activity Plan and two posts to help deliver it. The project provides an exciting opportunity to work with staff and students from Argent College, and the broader community of the Jewellery Quarter and Ladywood, on a wide-range of participatory activities, which increase the level of engagement with the heritage of the area.

The key duties in this role are;

- To be a key member of the project team helping to further develop the vision of the heritage facilities and displays within the New Standard Works with specialists, artists and the community;
- To play a vital part in the adoption, development and delivery of the Activity Plan and promotion of the broader project as a life-long learning resource;
- To promote an interesting and exciting visitor experience with exceptional standards of customer service and presentation
- Leading and motivating a team of volunteers (including Ruskin Mill students) to operate the heritage facilities and provide interpretation and information to visitors, encouraging hands on involvement and interaction with activities, displays and exhibits;
- Working with Deaf volunteers to produce BSL introductory films for the heritage areas and to support the temporary exhibitions programme;
- The overall responsibility for all health, safety and environmental management of the heritage facilities and related activities;
- Providing overall financial management of the Activity Plan including setting, phasing, monitoring and reporting against agreed budgets.

Closing date: Midday on Friday 24th November 2017.

Ruskin Mill Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a DBS Enhanced Disclosure.

To request an application pack, please visit our website www.rmt.org/jobs or contact The Human Resources Department, Glasshouse College, Wollaston, Stourbridge, DY8 4HF. Telephone 01384 399 403 or email recruitment@ghc.rmt.org to whom completed applications should be returned.

No Agencies or CVs