

Community & Events Coordination, 6As of Blanchland Project – Contract Brief

Updated October 27th 2023

Purpose: To coordinate the community and events-focused activity of the project, in association with and agreed by the Project Manager, including organising and running public events, coordination of volunteers, promotion of opportunities, community engagement with activities

Accountable to: Blanchland Community Development Organisation exec committee via Project Manager

Contract length: From appointment to December 2024

NB the project has evolved slightly since the project plan was submitted, and has also been extended by 7 months from the original dates in the application documents.

Context: While this post is secular, the Community and Events Coordinator needs to be sympathetic to the Christian heritage and practice of Blanchland Abbey

Key relationships: Project Manager, Blanchland Community Development Organisation (BCDO), the local community of Blanchland; volunteers, visitors, new audiences

Part 1 - DUTIES:

1. Support the community of Blanchland by:
 - a. Helping to recruiting volunteers to participate and lead project activities
 - b. Communicating effectively with residents, visitors and volunteers by website, social media, WhatsApp, Mailchimp, posters and leaflet drops
 - c. Coordinate & promote the delivery of the Abbey seasonal events programme and the community calendar of events, particularly using the new website and social media, and posters in the village.
 - d. Helping the residents of Blanchland and other stakeholders to communicate engagingly and effectively with visitors about the heritage and the project activities through online and onsite interpretation.

2. Support the project management team by:
 - a. Helping to increase the numbers and diversity of volunteers and visitors involved in the heritage and project
 - b. Making sure information, events and activities are accessible and safe, making reasonable adjustments to minimise exclusion and both physical and intellectual barriers to access
 - c. Creating and promoting adverts and follow up information to encourage participation by a wide range of people, raising awareness of the project, its activities and outcomes, particularly through the use of our website and social media
 - d. Other reasonable tasks that arise to support the delivery of the Project Plan and Approved Purposes (see below).
 - e. Working evenings and weekends when required, as well as travel within the region

3. Support the project manager and evaluator by:
 - a. Supporting volunteers who are leading activities and those who are participating in them, making sure they have the relevant information, equipment, risk assessment, and protection required.
 - b. Keeping and providing accurate and timely information, including participation and demographic data, and working collaboratively to achieve the best outcomes for the project participants and BCDO.
 - c. Assist the project evaluator by sourcing required information and contacts and implementing improvement suggestions arising from the evaluation study throughout the project as they arise.

Part 2 - INITIAL PRIORITIES:

- 1) Familiarisation with project systems
Most of our work will be on google/Gdrive/Gmail blanchlandcommunity@gmail.com
- 2) Managing project communications
 - a) We've been using mailchimp.com to send out updates and newsletters and the C&E Contractor will be using this to keep subscribers up to date
 - b) We're on facebook, Instagram, youtube and twitter and the C&E contractor will be leading on managing/admin those accounts:
<https://www.facebook.com/BlanchlandAbbey>
<https://www.facebook.com/groups/BlanchlandCommunity>
<https://twitter.com/BlanchlandAbbey>
<https://www.instagram.com/blanchlandabbey/>
https://www.youtube.com/playlist?list=PLOP7VxfJJEv3I-DuVYBeMUFmotTYQ_af0
 - c) Our website www.blanchland.org is on wordpress
- 3) C&EC will need to record the volunteers' time spent on the project. There are timesheet proformas on the shared G drive to do this. This will form part of the evaluation of the project - Dr Nicola Thompson is the project evaluator
- 4) We need to organise a project update community meeting and 'Abbey Alive' event fairly soon.
This will/could involve:
 - a) feedback on Jan/Feb excavations and update on findings and plans for future excavations - Dr Rob Young (employed see <https://www.youtube.com/watch?v=wS6-sZUKUz0>)
 - b) feedback on the archival and transcription project - volunteers
 - c) Acoustics – Dr Gianluca Foschi from Newcastle University
<https://www.ncl.ac.uk/hca/people/profile/gianlucafoschi.html>
 - d) Graffiti Dr David Petts <http://www.beliefne.net/survey-church-graffiti.html> (David has offered to do a transcription activity at an event for us)
 - e) Local historic images - printing them out and getting people to tell us about who and what's happening in the pictures

Part 3 - OUTCOMES

Approved Purposes – the Community and Events Coordinator should lead on the achievement of the following outcomes approved by the National Lottery Heritage Fund:

- A. Recruit and facilitate c 150 people from schools, youth groups and members of the general public to participate in community archaeology excavations (complete)
- B. Assist The Forge (Beverley Briggs) where required to recruit and support c.15 secondary school pupils and college students to engage with professional artists creating installations in the Abbey and grounds responding to the archaeological, archival and acoustic research
- C. Involve groups of volunteers in engagement activities, including supporting the arts & events volunteer group, online research to inform content for a new heritage website/online archive featuring: artefacts, referencing, searchable transcriptions and heritage interpretation, visitor orientation information, and events and booking functions

- D. Engage c 15 volunteers and 40 relatives/descendants of graffitiists
- E. Engage c.30 volunteers to create new digital content based on the research, and support experts to deliver public online events for c.60 people to explain research processes, findings and impact
- F. Deliver an end of project celebration event and exhibition of findings/outputs acknowledging the achievements of volunteers and participants
- G. Support the project evaluation by collecting data to evidence the numbers of participants in the activities and volunteer time (2,840 hours)

Part 4 - MANAGEMENT OF CONTRACT:

- 1. The contract will run from the date of signing the contract until 31 December 2024, subject to a review after 3 months by the Project Board.
- 2. The contract provides for the delivery of a maximum of 40 days (300 hours) in line with the brief outlined in schedule one and as required by the project steering group .
- 3. The budgeted fee for Community and Events consultancy is £250.00 per 7.5hr day (£33 per hour), including VAT and reasonable mileage. There is a separate budget for project related expenses (e.g . event materials & publicity).
- 4. Monthly contract performance meetings will take place with the Project manager
- 5. Invoicing should be monthly to BCDO unless otherwise agreed
- 6. The Contractor should have their own professional indemnity insurance and provide their own appropriate equipment (e.g. transport, laptop, phone) to enable them to fulfil their contract

Part 5 - ASSESSMENT CRITERIA:

Essential:

- a. Flexibility to attend evening and weekend events and activities
- b. Being within easy, independent, travelling distance of Blanchland
- c. Competent in using social media to promote events and activities (facebook, twitter, instagram, youtube)
- d. Competent in using digital communications (mailchimp, email, googledrive, wordpress)
- e. Experience in organising & delivering community events
- f. Experience in managing volunteers (data collection, risk assessments, allocating resources, troubleshooting, communication)

Desirable:

- g. Experience in interpreting other people's research and information to visitor audiences
- h. Experience in inclusive practices - making reasonable adjustments to increase participation (physical and intellectual)
- i. Experience of working successfully and independently as part of a dispersed team of contracted experts and volunteers

Part 6 - TO APPLY:

Please send a copy of your current CV with a covering letter evidencing how you meet the assessment criteria in Part 5 using your relevant skills, qualifications and experience. Please also confirm that you are able to meet the terms of the contract as described above in Part 4. Please include any significant factors (e.g. other regular employment or self-employed contracts, disabilities we may need to accommodate) you experience which may affect how you are able to fulfil the contract.

Applications should be sent to the project manager, Yvonne Conchie on yvonne@conchie.co

Deadline is 9am on Monday 13th November 2023.

If you have any queries, please contact the project manager: Yvonne Conchie on yvonne@conchie.co