



## **Job Description – An t-Òban - The People and The Place**

This post provides a unique opportunity to inspire engagement with heritage through the delivery of an exciting new project in Oban which will offer activity to all ages and stages of life. The project evolved from the work of the heritage volunteers at Oban Communities Trust (OCT) and the wider community's desire to see "History / Heritage" as a core theme in The Rockfield Centre. It will be delivered in a B Listed, former primary school deeply rooted within the history of the town of Oban

POST	Heritage Activities / Events Officer
Salary	£17660 per annum (Hourly rate £11)
CONTRACT	28 Hours per week - contract 2.5 year
PURPOSE	To co-ordinate / deliver the "An t-Òban - The People and The Place" project

The Officer will co-ordinate the delivery of "An t-Òban - The People and The Place" on a daily basis with overarching responsibility for the implementation of the project activities delivery plan and outcomes.

Project officer will

- Co-ordinate the creation of the bespoke area using interactive play as a tool to tell the story of the town, community, and natural heritage from the Ice Age to the present day - shoreline, caves, sea, shops, trades and the people who have made Oban their home.
- Co-ordinate and support the delivery of the project activity plan - enabling young and old to interact, learn and develop skills through engagement.
- Co-ordinate and support the establishment of the quieter "Look Listen and Research" area which will enable the safe preservation of collections; oral recordings; a rolling programme of locally generated/touring exhibitions and access to external online resources

This project is has funding support from The National Lottery – Heritage Lottery Fund

## Duties

- To provide the primary point of contact for the delivery of this Local Heritage Project co-curated by volunteers “An t-Òban – The People and the Place “
- To develop learning materials and the programme of engagement and activities
- Supported by OCT heritage volunteers, co-ordinate the delivery of the heritage spaces to enable new routes for skills development for young people and provide new activities for residents and visitors to Oban to interact with heritage.
- Co-ordinate, market, and complete the establishment of the heritage spaces with the ability to deliver project outcomes and related outputs on time and within allocated budget.
- Co-ordinate and where appropriate further develop the activity action plan to enable a wide reach of participants, reducing barriers to engagement with this project.
- Support volunteers to further assist in curation of OCT’s heritage collection.
- Establish “skills for work” learning activities working in partnership with Argyll College, and Oban High and other training services.
- Establish new partnerships with schools, community groups and local housing association to support reduction of barriers and enable participation in activity programme.
- Support the maintenance of OCT collections management policy ensuring all oral history, data and objects collected are archived to appropriate standards and deposited for the benefit of all communities, researchers and the general public.
- Implement any additional volunteer training to appropriate levels of competency to support the delivery of project outcomes.
- Support PR and communications for this project to ensure effective communication across all sectors of the community.
- Establish robust monitoring and evaluation systems able to report on activities delivered.
- Provide regular stakeholder information and updates on project delivery throughout the course of the project to your Line Management, meeting standard requirements set out by funders and OCT Board.
- Identify new partnerships and activity able to enhance the heritage offer and support the future sustainability of the heritage hub.
- Be prepared to work in a supporting role to enable cross-pollination with OCT Arts, Education and Wellbeing themes to expand reach and offer engagement in our shared heritage.
- Work with OCT Board to implement a succession strategy to ensure project sustainability beyond project funding.
- Undertake any other duties appropriate to the post and in accordance with the needs of OCT. within a heritage setting

### Essential person specification:

- A clear understanding of the role community heritage can play in enhancing cultural awareness, participation and engagement.
- A keen interest in heritage/ history.
- Proven experience of development and delivery of learning materials to support engagement and activities
- Proven experience of coordination role e.g. curation of exhibitions, event and workshop delivery – heritage/arts.
- Excellent organisational and planning skills.
- Experience of recruiting, training and supervising volunteers.
- Proven ability to communicate effectively in writing and in person with individuals and groups.
- Proven IT skills - supporting learning material development, marketing and social media campaigns.
- Proven experience of ability to relate to people of all ages, from a variety backgrounds and from diverse social and cultural groups.
- Proven ability to work as part of a team, and on own initiative.
- An understanding of Health & Safety and working with volunteers.
- An undertaking and commitment to working creatively to promote equal opportunities.
- Ability to work flexibly to meet the requirements of the project outcomes.

### Desirable

- Proven experience of work in the heritage/ voluntary sector
- Proven experience of working with young people in a variety of setting including schools, heritage and /or intergenerational projects.
- Practical technical delivery skills – digital recording/ editing/ archiving
- Practical creative skills – workshop planning /delivery
- Ability to manage budgets and outcome plans.
- Experience of oral history interviewing techniques and methodology
- Experience of producing publications/exhibitions or organising events
- Demonstrable networking skills
- Knowledge of local history and research methodology
- Experience of managing website/ social media communications

This post will be subject to PVG requirements