



Project Manager – Job Description

Cornish Pilot Gig rowing has a rich cultural heritage and wealth of traditions that are recorded in documents, artefacts, film, photographs and audio recordings currently held in disparate and diverse locations. The **Cornish Pilot Gig Association** has been awarded a £39,000 grant by the Heritage Lottery Fund to deliver a £82,454 project to greatly increase public access to this material and generate and share the exciting story of Cornish Pilot Gig rowing for the first time.

The CPGA is seeking to contract a **Project Manager** who will have overall responsibility for the project. They will manage project budgets and grant draw-down, equipment purchase and the contracting of services. They will also oversee the delivery of activities involving the public, including a large-scale volunteer programme. They will coordinate a programme for digitization of analogue and curation of born-digital archival resources and create an archive relating to Cornish Pilot Gig rowing.

Reference: CPGA/PTTP/PM1

Job Title: Project Manager

Location: Redruth (some other locations in UK as necessary)

Contract term: 18 months

Working pattern: 40 hours per week (some evening and weekend working possible)

Holiday: Statutory entitlement

Rate: £15 per hour (£31,200)

Closing Date: 26 February 2018

Duties: Managing the delivery of the project activities to schedule including digital and archival elements, project monitoring; processing grant draw-down claims; supervising and training volunteers; delivering public events and public engagement activities.

The Project

Pulling Together The Past is an exciting project which will draw together the history of Cornish Pilot Gig rowing for the first time. It will greatly increase public access to, understanding of, and involvement with, the heritage of Cornish Pilot Gig rowing from the earliest records (1600's) to the present day.

Delivered by the Cornish Pilot Gig Association (CPGA), Pulling Together The Past will train volunteers to gather, digitise and make accessible, documents, audio-visual material and artefacts which are currently unseen or at risk of deterioration or loss. The project team will also generate new heritage content by capturing stories through oral history recordings.

Using this newly digitised material, the project team will piece together the history to create an online exhibition and deliver a programme of public outreach activity visiting community venues and events.

Digitised and newly generated heritage material will be disseminated free to a global audience in perpetuity via cornishmemory.com. The Cornish Pilot Gig Association will also establish its own archive and seek to ensure that vulnerable heritage material is deposited in the care of statutory providers.

Delivery Strands

The project will last from January 2018 until June 2019 and will:

- Engage with formal collection holders, private collectors and members of the public to record, digitise and safeguard their contributions. Use contributions to populate a new physical and digital archive relating to Cornish Pilot Gig rowing.
- Give people the opportunity to contribute information about the heritage material through correspondence or engagement at public events. Share this information with collection contributors to enhance their knowledge of their own collections.
- Increase public access to heritage material relating to Cornish Pilot Gig rowing by sharing collections through an established online archive with significant footfall.
- Create and support a qualified and skilled volunteer workforce to undertake the significant task of digitising and disseminating the material.
- Draw on the heritage material to tell the story of Cornish Pilot Gig rowing through an online exhibition, a mobile exhibition touring communities and public events plus signage for permanent display in communities which host gig rowing activities. Share the story with new and diverse audiences through the press and broadcast media.

The appointed **Project Manager** will have responsibility for:

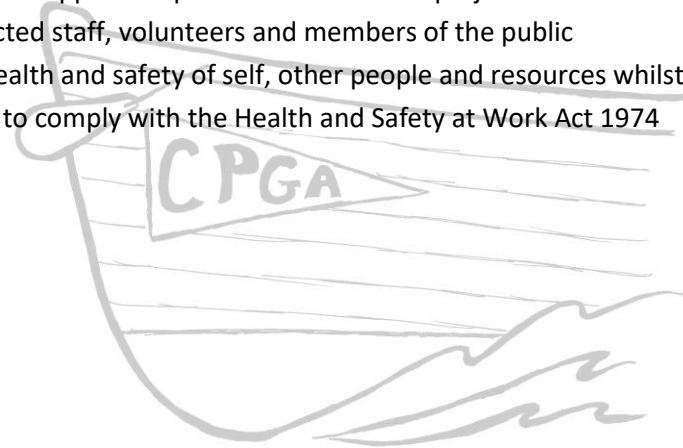
- Day-to-day management of the project
- Contracting and managing a Digital Support Consultant and other contractors (oral history interviewer, exhibition producer and interpretative sign producer)
- Budget management and grant draw-down
- Overseeing volunteer training and community outreach
- Contracting and overseeing the production interpretative signs and exhibition materials
- Overseeing the delivery of activities and addressing volunteer grievances (where they do not concern the Project Manager personally)
- Organising the recruitment and day-to-day management of the project's volunteers
- Processing volunteer claims for expenses and travel reimbursement
- Management of volunteers at the project premises and on outreach activities
- Leading community outreach events and exhibitions
- Helping volunteers develop skills and confidence
- Assisting with the development of interpretation materials
- Providing references for volunteers
- Training volunteers and the Volunteer Coordinators in all aspects of digital manipulation (including delivering the Open Learning Level 2 qualification for volunteers)
- Prioritising archive audio-visual material to be digitised and obtaining expert assistance where necessary
- Website development and management
- Administration and monitoring of training accreditation
- Reviewing, prioritising and digitising archive audio-visual material at community outreach events

Main Tasks

- Be the first point of contact for enquiries about the project
- Manage budget and grant reporting
- Liaise with the press and submit press releases
- Coordinate all capital purchase and external contracts
- Liaise with partners and collection contributors
- Generate a digital archive relating to Cornish Pilot Gig rowing and create public access to it
- Recruit train and manage volunteers
- Work with the Trustees to identify and devise opportunities to develop the benefits of the initiative beyond the lifetime of the project

General Responsibilities

- Organise and attend bi-monthly and extraordinary Project Management Committee meetings
- Report to CPGA Trustees and undertake other duties of a reasonable nature, as may be determined by the Trustees
- It is the duty of the appointed person not to act in a prejudicial or discriminatory manner towards contracted staff, volunteers and members of the public
- Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974



Project Manager – Person Specification

Assessment criteria	Essential	Desirable
Qualifications Degree level	A relevant degree/professional qualification or experience in heritage, education, community or similar field	Post-graduate qualification ideally in Archives and Records Management or a similar field
Work related experience and associated vocational training Previous experience in specific types of work, in particular organisation, at a particular level, e.g. supervisory management (which is specific and relevant to the job) and/or any relevant training.	Managing, administering and delivering projects Primary budgetary responsibility Delivering objectives to set timetables Supervising and training others, including volunteers Liaison with community organisations, professional bodies and heritage sites Developing and managing effective partnerships Research and production of materials for a range of audiences Coordinating project publicity, writing press releases and other promotional materials Working with a variety of scanners, scanning software, scanning techniques and best practices for a range of formats Working with a Windows based network Applying technology at public events and exhibitions to maximise public engagement	Managing and delivering Heritage Lottery Fund projects Liaison with, and knowledge of, local government departments, non-departmental public bodies and voluntary organisations Teaching adults, including volunteers Working with legacy equipment including reel to reel, telecine scanners and VHS Conducting audio and video interviews, using a range of recording equipment Coordinating role in digital projects

<p>Specialist knowledge For instance, particular legislation, procedures or policies, or professional knowledge contributing to the effective performance of the job</p>	<p>Equal Opportunities</p> <p>Access</p> <p>Health and Safety</p>	<p>Knowledge of Cornwall's cultural heritage and associated organisations</p> <p>Knowledge of Cornish Pilot Gigs and their heritage</p> <p>Knowledge of the digitization process for a range of analogue material, including audio and video</p> <p>Expert knowledge of editing, transcoding audio and video for the web</p> <p>Knowledge of digital asset management</p> <p>Heritage material conservation requirements</p> <p>Knowledge of the digitization process for images and documents plus artefact digital capture</p> <p>Familiarity with international standards and best practices for multimedia digital collections and digital preservation</p> <p>Understanding of best practices for rights management, copyright, and associated concepts related to digitization</p> <p>Understanding of metadata standards and description of digital collections including Dublin Core</p>
---	---	--

Professional skills	<p>High competency in: Literacy, Numeracy, ICT skills, Presentation</p> <p>An ability to prioritise, work to deadlines and set timetables</p> <p>Proven organisational and administrative skills</p> <p>People management- volunteers, public</p> <p>Ability to sensitively support others</p> <p>Excellent record keeping and report writing</p>	<p>Ability to build fruitful working relationships, influencing others and facilitating change</p> <p>Excellent communication and problem solving and negotiating skills</p> <p>Ability to communicate clearly and address public audiences</p> <p>Ability to manage people with a range of abilities and needs</p>
Personal skills Reliability, motivation, resilience under pressure, social skills relating to people which are needed for satisfactory job performance	<p>Self motivated and reliable</p> <p>Ability to work effectively on own initiative and under pressure</p> <p>Good time management and prioritisation skills</p> <p>Excellent communicator</p> <p>Proactive attitude to work</p> <p>Empathy/listening skills</p> <p>Ability to establish good functional relationships</p> <p>Sense of humour</p>	<p>Ability to support, mentor or enable others</p>
Special working conditions A requirement to occasionally work evenings/weekends A requirement to travel to other locations UK	<p>Contact with community and press</p> <p>Flexible and enthusiastic approach to work- attending evening meetings with community groups and community organisations</p> <p>Holder of current driving licence and access to own transport</p>	<p>Knowledge of coastal locations and community settings</p>