

CRESSWELL PELE TOWER



CRESSWELL PELE TOWER CHARITABLE INCORPORATED ORGANISATION
Manor House, South Side, Cresswell, Northumberland NE61 5LE Registered Charity: 1176137

Volunteer Coordinator/Engagement Officer Cresswell Pele Tower, Northumberland

Background Information

Cresswell Pele Tower was built in the late 14th century as a defence against the Border Reivers. It is a Grade 11* Listed Building, a Scheduled Ancient Monument and is also on Historic England's Heritage at Risk register.

In June 2018 Cresswell Pele Tower CIO, in partnership with Greater Morpeth Development Trust, was awarded a Heritage Lottery grant of £677,600 to enable the derelict tower to be restored. The grant also funded a highly successful community archaeology project involving both local volunteers and school children.

Restoration of the tower began in October 2019 and is expected to be completed by 31st October 2020. It will then be opened in 2021 as a new, free admission visitor attraction for Northumberland.

For further information please visit the project's website <http://cresswellpeletower.org.uk/> and Facebook page <https://www.facebook.com/CresswellPeleTower>

Application process

For details of the advertised position please refer to the Job Description and Person Specification.

Applicants are invited to submit their CV together with any relevant supporting information. If not included in the CV, applicants are also requested to provide the names and contact details of 2 referees.

In addition applicants are required to submit a short (maximum 250 words) summary of how they would achieve the requirements of the post.

CV, supporting information and summary document can either be posted to the Chief Executive, Greater Morpeth Development Trust, Carlisle Park Lodge, Castle Square, Morpeth, Northumberland NE61 1YD or emailed to info@gmdt.org

The closing date for applications is: Friday, 11th September 2020

Further Information

For further information about this post please contact Barry Mead, Assistant Project Manager (Archaeology and Heritage) on 07986 018242 or email bas.mead@googlemail.com

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Interviews

Interviews will be held in the Greater Morpeth Development Trust office in the week beginning 28th September 2020.

As part of the interview process candidates will be asked to give a short presentation (maximum 15 minutes) on how they would achieve the requirements of the post.



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Cresswell Pele Tower Charitable Incorporated Organisation (CIO)

Volunteer Coordinator/Engagement Officer

200 days @£100 per day over a two year period

Working days to be agreed with the Project Manager although the successful applicant is expected to work more days in the main visitor season

JOB DESCRIPTION

Purpose of Job

Reporting to the Project Manager the post holder will be responsible for recruiting, training and scheduling of new and existing volunteers so that they can manage and sustain the pele tower & surrounding environment as both a heritage asset of national importance and a successful visitor attraction.

The successful applicant will also organise, in conjunction with the volunteers, a series of events & educational materials to both raise income to maintain the tower and also to raise the profile of the tower & surrounding environment as a new & exciting visitor/educational facility

Key Tasks

- researching and writing volunteer policies and procedures, including Risk Assessments & Volunteers' Handbook;
- generating appropriate volunteering opportunities and role descriptions based on the needs of the Cresswell Pele Tower CIO;
- promoting volunteering opportunities through recruitment and publicity strategies and campaigns;
- interviewing and recruiting volunteers and ensuring they are appropriately matched, supported and trained, particularly in customer services;
- monitoring, supporting, motivating and accrediting volunteers and their work;
- celebrating volunteering by nominating volunteers for awards and organising celebration events;
- assist the Project Manager in preparing volunteer rotas after the tower has opened to visitors
- organising profile-raising events, including the Opening Launch event, to attract new volunteers and raise income;
- ensuring that the tower & surrounding environment are featured in appropriate national events such as HODs and the Festival of Archaeology

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- build excellent working relationships with local schools, groups and organisations to maximise the potential of the tower & surrounding environment
- attending Board and other meetings as necessary;
- managing budgets and resources, including the reimbursement of expenses;
- keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes;
- maintaining databases (including time sheets for volunteers) and undertake any other administrative duties as may be required
- supporting volunteers in improving the environment surrounding the pele tower for the benefit of both wildlife & visitors
- assist the project team in preparing educational materials for the tower & surrounding environment
- assist with promoting the project via social media and the project's website <http://cresswellpeletower.org.uk/>
- Complete all tasks associated with this post within two years of being appointed.

PERSON SPECIFICATION

Essential

- previous work in the same or similar capacity
- an interest in and passion for local history, archaeology & heritage
- an interest in and passion for the natural environment
- excellent communications skills particularly with volunteers
- good administrative skills
- good IT skills – capacity to use Microsoft Word, Excel and Office
- an energetic and flexible approach to work

Desirable

- Ideally the postholder will be self-employed and expected to work from home
- Experience of supervising staff and/or volunteers.
- Driving license

The successful applicant will have to undergo a Disclosure and Barring Service (DBS) check before an appointment can be confirmed.

