



TURNER'S HOUSE
TRUST

Activities and Interpretation Officer Job Description (April 2019)

Employer:	Turner's House Trust
Accountable to:	House Director
Contract:	1 year fixed term full-time: 15 July 2019 to 15 July 2020
Salary:	£27,000 per annum

Sandycombe Lodge, a small house in Twickenham, designed by the artist J.M.W. Turner for his own use, has undergone major conservation and opened to the public in July 2017. Turner's House Trust are looking to employ a motivated, adaptable and flexible individual with a proven track record to manage the Activity Plan.

The conservation project has won a series of high-profile awards and has had major media coverage. A strong team of volunteers has been recruited and contributes excellent stewarding, guiding and gardening skills.

Purpose of the job

The post holder will continue to deliver, manage and complete all aspects of the Turner's House Activity Plan. This includes the delivery of community engagement, volunteering and learning projects. The post holder will need to continue the established long term and sustainable partnerships as well as to create new ones with a range of heritage and learning providers. The role will provide day to day management for our volunteer team.

Principal duties

1. To deliver the community engagement and learning projects identified in the Activity Plan ensuring that the projects meet the needs of partners and target audiences.
2. To maintain good working relationships with community partners, education institutions, volunteers and heritage partners, creating an effective model of partnership working. To create a long term legacy that will embed community engagement and learning in the ongoing service delivery post the life of the project.
3. To continue to deliver the activity and events programme outlined in the Activity Plan and to work closely with the House Director and others to ensure the success of the programme.
4. To support the House Director in the management of the house.
5. Manage the day to day operations of the volunteers in line with the Activity Plan.
6. To work closely with volunteers and ensure their effective contribution to specific tasks to ensure successful delivery of the Activity Plan.

7. To finalise a volunteer handbook and training plans for volunteers. To work closely with the House Director on the recruitment, training and management of volunteers.
8. To ensure the delivery of primary school education sessions. To work closely with secondary schools and higher education institutions to develop and deliver a variety of Inspiration Days for students.
9. To work with the external evaluator and ensure that all the outputs and outcomes are activities are recorded and monitored in accordance with the evaluation strategy set out in the Activity Plan.
10. To work with the Trustees, House Director and, when applicable, web designers to ensure the website/digital offer meets the needs of our key audiences.
11. To actively market and promote Turner's House and its activities to encourage new and repeat visitors, to widen its audience and foster awareness of its historical importance among the public.
12. To carry out all necessary administration tasks and record keeping in line with the Trust's procedures, NLHF reporting and other funder requirements.

Notes

This post will require flexible working typically Tuesday to Saturday including occasional evening working. The postholder will also be required to be an 'on call' duty manager in a roster which will, on occasion, demand the manager to attend site out of hours.

The postholder will be expected to undergo a DBS check.

Annual leave will be 28 days per annum to include Bank Holidays.

Activities and Interpretation Officer – Personal Specification

Training, Experience and Qualifications

Essential

- Educated to degree level or equivalent. A subject relevant to the arts, arts history would be an advantage.
- Post graduate qualification or relevant equivalent experience of community development and/or heritage education and interpretation.
- At least three years' experience of working within heritage education, interpretation and community engagement context.
- Experience of developing and mounting exhibitions.
- Proven track record of managing and producing complex community projects on time and budget.
- Proven experience of developing interpretative outputs for the general public through a participatory methodology.
- Experience of devising and delivering training programmes for volunteers and of managing volunteers.
- Experience of using a variety of methods to evaluate the success of community and volunteering projects.

Desirable

- Experience of developing and managing online content.
- Previous experience of working in an Historic House setting.
- Previous experience of working on National Lottery Heritage Funded projects.

Knowledge and Skills

Essential

- Use of standard office software packages e.g. Word, Excel.
- Good logical, analytical and problem solving skills.
- Effective time management and an ability to multi task effectively.
- Flexible and adaptable approach.
- Ability to prioritise and to show initiative.
- Awareness of tools and techniques for engaging audiences and potential barriers to that engagement.
- An understanding of interpretation and effective methods of engaging audiences.
- An interest in the arts or history of art.

Desirable

- Awareness of the National Lottery Heritage Fund aims and best practice in community engagement in the heritage sector.

Interpersonal Skills

Essential

- A flexible, innovative and creative approach to work.
- Excellent interpersonal skills including tact and diplomacy.
- Ability to work collaboratively and to take responsibility when required.
- Excellent communication skills both written and verbal.

Desirable

- Experience of setting and managing budgets.

