

Job Description

Title:	History & Heritage Coordinator
Remuneration:	£25 per hour
Location:	Bankside, Southwark, London and elsewhere.
Reporting to:	Amir Eden (Line Manager), Marion Marples. Mustafa Mussa, History & Heritage Committee
Term of Employment:	52 weeks – non-consecutive (to be extended; subject to successful completion of 6 weeks probationary period) - 10 hours a week, starting w/c 29 th October 2018

Living Bankside:

Living Bankside (formerly known as Bankside Residents' Forum) is a local community organisation which represents and serves residents in the Borough and Bankside Ward (including its surrounding areas) of the London borough of Southwark - London.

Since its inception in 1995, the organisation has been immensely involved in ensuring that 'Bankside is not only a beautiful, exciting, vibrant place but is as well-designed and well-built as it possibly can be - a place where people are happy and eager to live'.

Bankside is home to many of United Kingdom's treasures, such as Shakespeare's Globe, Southwark Cathedral, Tate Modern, Borough market and The Golden Hinde. It is one of the oldest parts of London with rich heritage and a diverse, social, religious and cultural background.

History and Heritage Co-ordinator:

Principal Responsibilities:

- To deliver the **Lives of Bankside Residents** project with support from the Living Bankside History and Heritage Committee.

The **Lives of Bankside Residents** project is essentially an oral history project with particular focus on recording resident activism/achievements over the last few decades. The Project will produce an audio and video file of interviews with a number of residents in the Bankside and surrounding areas. Following this the project will also produce designs for physical depictions of resident history through for example plaques and stain glass windows etc.

The materials produced in the **Lives of Bankside Residents** project will be incorporated into future projects

More information on the **Lives of Bankside Residents** project will be provided to the successful candidate.

The History and Heritage Coordinator will be responsible for:

1. producing relevant interview questions,
2. for researching and understanding context,
3. for interviewing residents,
4. working with the History and Heritage Committee to produce a coherent story board.
5. supporting the History and Heritage Committee to edit the film and audio file
6. supporting the History and Heritage Committee to design ideas for physical depictions of history.
7. working within the allocated budget
8. supporting the History and Heritage Committee with other relevant tasks in relation to its History and Heritage work as they arise.

What we are offering the History and Heritage Coordinator

The History and heritage Committee will support the History and Heritage Coordinator by:

- Attending any relevant meetings with the History and Heritage Coordinator , where possible
- Provide guidance and support with regards the History and Heritage Coordinator's roles and responsibilities.
- working closely with the History and Heritage Coordinator with all tasks, where possible
- providing adequate equipment and space when required and where possible.
- *There is potential for progression and longer term involvement in Living Bankside's history and Heritage related work.*
- Preparatory work in relation to the **Lives of Bankside Residents** project – Living Bankside has already:

1. Scheduled dates and venues for interviews
2. Identified the company that will undertake the audio recording and filming.
3. Identified a large number of residents who have been approached (consented) for interviews
4. Identified some of the residential activism and achievements
5. Identified and discussed with relevant stakeholders possible designs and sites where physical depictions of residential history can be installed.

Person Specification:

The successful candidate will have proven experience in working successfully with community organisations.

The candidate will have knowledge and experience in developing and delivering history and heritage-related work, with particular focus on oral history.

Keenness, enthusiasm and a determination are essential qualities. A willingness to grow the project is also desirable.

It would be desirable if the candidate has some understanding of the social, economic and political environment of the Bankside area and the wider community.

We are also looking for evidence of:

- Engaging with diverse backgrounds (culture, religion, socioeconomic status)
- Track record of developing and delivering oral history and or other history/heritage related projects.
- Ability to fundraise
- Managing projects to time and budget
- Engaging with local residents at events and door to door *preferable*
- Involvement in marketing programmes, initiatives, activities and events

Skills & Abilities:

- Excellent project management skills (Essential)

- Highly organised with excellent time management skills (Essential)
- Ability to manage a team of volunteers (Desirable)
- Excellent communication and inter-personal skills in phone and in person - able to role model professional business behaviour and communicate effectively with the local and wider community (Essential)
- Computer literate with skills including word processing, spreadsheets and presentations (Essential)
- Awareness of and sensitivity to diverse social, religious and cultural backgrounds (Essential)
- Understanding and experience of history and heritage in Bankside (Desirable)

Applications

To apply, send a CV and covering letter (2 sides max) to Living Bankside at info@livingbankside.org

Your covering letter should address:

- Why the role appeals to you
- What you hope to bring to the role
- How you would work with Living Bankside to ensure the delivery of the Lives of Bankside Residents' project and its history and heritage related work.

Please also include completed equal opportunities form (this will not form part of the selection process).

Closing date for receipt of applications is **5pm on 19th October 2018**

Interviews will take place on **w/c 22nd October 2018**

For more information about the role, don't hesitate to email us at info@livingbankside.org