



**Job Title:** Audiences & Volunteer Manager

**Organisation:** David Parr House

**Closing Date:** 09/02/17

**Location:** Cambridge

**Fixed term:** 30 months

**Reporting to:** Project Manager

**Responsible for:** Volunteers

**Salary:**

### Introduction

The David Parr House is looking for a dynamic Audiences & Volunteer Manager to help deliver *Life and Art in a Worker's House*, a 30-month project funded by the Heritage Lottery Fund. The David Parr House Charitable Incorporated Organisation (DPH CIO) is a new volunteer-run charity, set up in 2014 to educate people about the life and works of David Parr, a Cambridge craftsman, artist and painter; and the arts, culture and heritage as reflected in the David Parr House.

The post-holder will be responsible for delivering the audiences, volunteer and sustainability outcomes of the project, as set out in the Activity Plan. These include the establishment of an effective volunteer team to carry out research, audio histories, collection work, marketing, fundraising and tour guiding. S/he will lead the volunteer team to deliver off-site learning, family and reminiscence events and an exhibition. In addition, the post-holder will ensure the volunteer programme builds the skills and capacity of DPH as an organisation, minimising long-term risks and securing post-project sustainability. The Audiences & Volunteer Manager will work closely with the Project Manager to deliver the project outcomes.

### Fees

The fee for the 30 months is £39,000 and is expected to require around 3 days (0.6 FTE) per week

(Travel and other expenses will be included in the fee and are not separately chargeable)

### Key tasks and responsibilities of the Audiences & Volunteer Manager

- Recruit, train and manage 40+ volunteers in collections, research, audio histories, events, exhibition, gardening, marketing, tour / trail guiding, and other outputs as outlined in the Activity Plan.
- Oversee the work of the current 10+ volunteers.
- Set-up a DPH patrons / supporters group to raise funds and widen public interest in DPH.
- Oversee the cataloguing of the collection, and make it accessible to the public.
- Oversee the audio history strand of the project, recording 20 audio histories.
- Establish the Leach research project recruiting local volunteer researchers nationwide to research, record and photograph Leach work in their locality.
- Deliver outreach and learning sessions as outlined in the Activity Plan, using the new interpretive resources including the museum-on-a-bike and visual/audio aids.

- Train volunteers to deliver tours, trails, outreach and learning events, cleaning, collections care, digital and other heritage-related work with the aim of ensuring DPH's smooth day-to-day running and sustainability post-project.
- Oversee the development of a marketing strategy to increase public awareness of DPH, its events and activities; attract new audiences; increase visitor numbers; and develop strategic community, education and other partnership working to build the sustainability of DPH post-project.
- Other requirements and responsibilities as set out in the Activity Plan.
- Occasional weekend working.

#### The successful candidate will have:

- Direct relevant experience of recruiting, training and managing volunteers in a heritage setting.
- Direct relevant experience of collections management and object handling.
- Demonstrable experience of delivering learning events, which may include working with schools and other learning groups in a heritage setting.
- Demonstrable experience of managing large research projects.
- Demonstrable experience of community partnership working.
- Excellent interpersonal and communication skills across all audiences, proven both in writing and verbally.
- Good working IT skills and understanding of marketing and social media.
- Enthusiasm for the work and the ability to engender enthusiasm and commitment in others.
- Ability to travel around the locality utilising DPH's interpretive resources.
- A personal interest in heritage which may be demonstrated by a BA or related qualification in History, Architectural History, Art History, Museum Studies or a closely related subject.

#### Further notes

There will be a three-month probationary period at the start of the contract.

Annual progress reviews will be carried out by the Trustees board.

DPH is an equal opportunities employer.

The applicant will be freelance and responsible for their own tax, PAYE and any other statutory obligations

#### Application

Please submit a written letter of application along with your CV.

Your approach to the brief including the number of weeks you will allocate

Provide contact details for two references we may contact

Please provide an example of a relevant project you have managed

Applications should be returned by **17.00 hours on Thursday 9<sup>th</sup> February 2017** by email to Tamsin Wimhurst, Chair of DPH CIO on [tamsinwimhurst@hotmail.com](mailto:tamsinwimhurst@hotmail.com).

#### Additional Information

The contract will run from **April 2017 to September 2019**

The payment schedule will be confirmed on appointment and in line with agreed contract outcomes and timescales paid monthly in arrears.

#### Interviews

Interviews will be held in Cambridge on **Friday 24<sup>th</sup> February 2017**.

#### Contact

For further information and enquiries please contact Tamsin Wimhurst, Chair of DPH CIO on [tamsinwimhurst@hotmail.com](mailto:tamsinwimhurst@hotmail.com).