



## **100 miles for 100 years Project Coordinator Job Description**

### **ROLE PURPOSE**

The main role is to assist in the development of 30 self guided heritage trails in Kent by coordinating the operation of the **100 miles for 100 years** project in accordance with the delivery plan. The Project Coordinator will provide support and assistance to Head of Business Support and WW1 Heritage, working with other freelance specialists and volunteers.

### **RESPONSIBILITIES**

- To provide operational support for the Head of Business Support and WW1 Heritage, digital intern, volunteers and any other personnel involved with the 100 miles project.
- To work closely with the Head of Business Support and WW1 Heritage, digital support and trail development leaflet consultant to ensure that trails are developed and delivered in a timely manner and are accurate.
- To be first point of contact for all external enquiries regarding the project including receiving family histories.
- To research and maintain a contact list and log of all groups and individuals working on First World War history in Kent.
- To liaise with Head of Business Support and WW1 Heritage, Heritage Learning Advisor and Volunteer Groups to book all meetings, events and workshops and update the 100 miles diary and liaise with the Screen South Diary.
- Working with the digital support team to maintain and update the Kent in WW1 website including editorial content about the 100 miles project.
- To use social media to promote the project.
- To promote the project in the media, maintaining a contact list and distributing photographs and articles to the media. To assist with the content of articles.
- To fully liaise with volunteers and ensure they are involved with opportunities for training.
- To distribute a bi-monthly newsletter.
- To support the Head of Business Support and WW1 Heritage at the trail launch events.
- To support the Head of Business Support and WW1 Heritage in monitoring project delivery against the project plan.
- Liaise with and co-ordinate the input of freelance staff and volunteers, in conjunction with the Head of Business Support and WW1 Heritage.

- Ensure that feedback forms, surveys and other evaluation tools are distributed as planned and co-ordinate gathering of responses and data.
- Support the Head of Business Support and WW1 Heritage in compiling and making reports and claims to the Heritage Lottery Fund.

## **ESSENTIAL & DESIRABLE SKILLS**

### Essential:

- Excellent written and verbal communication skills.
- Interested in research and with the ability to disseminate information in an interesting manner.
- The ability to remain focused and with an eye for detail.
- Enthusiastic and highly-motivated, with a willingness to learn.
- Strong Excel, Word, Photoshop, PowerPoint and Outlook skills and the confidence to update a website after training support.
- Ability to use Social media including Twitter and Facebook.
- Strong organisational skills.
- Ability to provide technical support at events e.g. setting up of presentations.
- A driving license with access to a car.
- Willingness to work at weekends and evenings (Time of in lieu will be given).

### Desirable:

- An understanding of project delivery.
- Ability to work flexibly as one of a small team.
- An interest in WW1 history.

## **HOW TO APPLY**

Please send your CV and a covering letter detailing any relevant experience you may have from your education, community or employment activity.

**Email:** [recruitment@screensouth.org](mailto:recruitment@screensouth.org)

**Post:** Darrienne Price, Screen South, The Wedge, 75-81 Tontine Street, Folkestone, Kent, CT20 1JR

**Deadline for applications:** 1 pm on Friday 18<sup>th</sup> August 2017

**Successful applicants notified:** by 3pm on Monday 21<sup>st</sup> August 2017

**Interviews:** from 9.30am on Wednesday 23<sup>rd</sup> August 2017, Screen South, The Wedge, 75-81 Tontine Street, Folkestone, Kent, CT20 1JR

For any further information please contact Darrienne Price, Head of Business Support and WW1 Heritage on either [recruitment@screensouth.org](mailto:recruitment@screensouth.org) or 01303 259 777.