



## Heritage Project Manager Recruitment Pack

Thames Festival Trust is looking for a Heritage Project Manager to work on an exciting new heritage project called ***The Islanders. The industrial and community heritage of Silvertown and North Woolwich.*** The project has been awarded funding via the National Lottery Heritage Fund.

Thames Festival Trust is an arts organisation delivering festivals, stand-alone commissions, river-based events, heritage projects and education programmes. We have a twenty-one-year track record of using learning, culture and creativity to amaze, excite and inform. Our work helps bring communities together, originally around the River Thames, and now in cities across the UK and the world. The Trust is committed to producing excellent work and we strive to improve access and increase diversity across the Arts & Culture sector.

The Project Manager for The Islanders will work with our Director, Adrian Evans, and will be responsible for all elements of the project's administration and delivery, ensuring that the project meets its objectives and that it comes in on time and within budget.

This project will be promoted as part of Totally Thames 2021, our annual season of events taking place along the River Thames in London during September.

## The Islanders



## The industrial and community heritage of Silvertown and North Woolwich

### A Thames Festival Trust project funded by the National Lottery Heritage Fund, supported by The Royal Docks

Between 1850 and 1880, when the Royal Docks and its two access locks were excavated, a three mile lozenge of marsh land between the docks and the River Thames became surrounded on all four sides by water and a new community emerged. Our project focuses on this 'island' - on the industrial and social heritage of what became known as Silvertown and North Woolwich - from its origins in the first half of the nineteenth century, through the boom years and subsequent decline at the end of the twentieth century, to the brink of their current period of regeneration.

The island was a place of strong and vibrant working class communities, providing labour for what became the most highly industrialised area in the South of England. Mariners from all over the world congregated here, establishing the most diverse community in the UK. There were also bitter industrial disputes, and it was odorous too - the biggest fine ever levied against an industry for 'smell nuisance' was issued here. The island was the site of London's last pleasure garden, London's largest ever explosion, London's biggest sugar refinery and the largest enclosed dock in the world.

The author Melanie McGrath comments in her East End Family Memoir:

*"There was never any silver in Silvertown. Smoketown, Sulphurtown, Sugartown - the place could have been called any of these and no one would have blinked."*

The island has always had a visceral connection with River Thames, it flooded frequently before the Thames Barrier and other flood defences were constructed. At its height, there were thirty working wharves, jetties and piers in the area, landing stages and points of departure for people and goods transported via the Thames to the wider world. Currently there are just three. One of London's most ancient ferry routes is located here and it is now the furthest upriver that inter-continental sea freighters travel - a final visual reminder of London's heritage as a port city.

We will explore the island's place identity by looking at life, work and the area's changing relationship with the River Thames.

- We interpret our heritage subject via pop-up exhibitions
- We produce a suite of 10 short films
- We create new digital assets: podcasts, nanochats and blogs for sharing online
- We record oral history testimonies.
- We deliver an extensive education programme
- We work closely with public and private archives
- We recruit and train a team of volunteers
- We house all of our project outputs on a freely accessible website

## HERITAGE PROJECT MANAGER JD



## **DUTIES & RESPONSIBILITIES**

### **General**

- Manage the delivery of the project in accordance with the submitted and approved application to NLHF. Liaise with NLHF. Complete NLHF returns and Final Evaluation.
- Relationship management, being the first point of contact with project stakeholders and the general public
- Write and supply information about the project to funders, stakeholders and the media
- Manage the project budget and liaise on financial matters with TFT General Manager and Financial Manager, before any significant change and submission of reports to funders

### **Volunteer, placement & Heritage Training**

- Recruit and manage volunteers
- Arrange and manage training days for volunteers, including venues and participants
- Compile information pack for volunteers about the project and heritage background
- Manage Interpretation Workshops
- Manage Heritage Assistant placement

### **Oral History Recordings**

- Provide volunteers with a comprehensive oral history training in a dedicated session
- Research, identify and arrange sessions with oral history interviewees
- Manage producing oral history interview question lists with volunteers prior to interviews
- Manage oral history consent forms, and confirm that all parties are fully aware of its contents
- Supervise oral history recordings, including finding spaces, supplying working equipment, accompanying volunteers to the interview, and backing-up recorded audio
- Oversee the production of oral history interviewee summaries and transcripts
- Gain sign-off on all oral history interviews and transcripts with volunteers, and manage amendments

### **Exhibition and Events**

- Write content for exhibition interpretation materials and the project web page
- Work with the content writer and designer on the sign off exhibition materials
- Manage exhibition contributors and participants
- Manage exhibition installations
- Recruit, train and manage volunteers for exhibition invigilation
- Organise wrap around events and talks programme for the exhibition
- Special event management

### **Liaison and Cataloguing with Heritage Partner Archive**

- Training at Heritage Partner Archive in catalogue system
- Supervise volunteers to catalogue and input data into Heritage Partner Archive Systems
- Manage accession of materials into archive
- Work with Heritage Partner to deliver education program

### **Project webpage and digital outputs**



Liaise with the Marketing Manager across marketing, communications and production to

- Deliver all content needed for both print and digital tools to the specifications outlined and agreed at the start of the project
- Deliver the content needed to produce podcasts series including oral histories, as well as support on ground in the production when needed.
- Deliver all archival content needed to produce all videos and films needed, including support on ground in the production when needed.
- Help build a narrative and press kit to secure PR coverage and communicate the project clearly
- Secure all licensing for 3rd party uses on all content produced, and within project builds.
- Ensure all elements are delivered on deadline, within the agreed timeframe

### **Evaluation & Report**

- Manage the project evaluation process and submit all reporting to HLF through online portal
- Conduct volunteer, audience and participant surveying and analyse the results
- Compile a project report to be submitted to stakeholders

### **The Project Manager is also expected to:**

- Assist with special event management including cultivation and networking events, launches, etc
- Provide to share information and to contribute generally to the smooth running of the TFT office and general activities
- Undertaking other duties as may be reasonably required

## **PERSON SPECIFICATION**

### **Essential Skills:**

- Excellent project management experience
- Experience in overseeing and managing budgets



- Experience of recruiting and managing volunteers
- Personable and confidence in communicating with a number of different people
- Proven experience in writing and proofing copy
- Good IT and presentational skills
- Ability to balance long term outcomes and vision for the project with short term goals
- Ability to prioritise workloads and work under pressure
- Flexible in approach and ability to be quick thinking and resourceful
- Practical and proactive in attitude and willing to support teams where necessary
- Knowledge of and commitment to the principles of diversity and equal opportunities and how to apply them in the work place
- Confidence in presenting the project to stakeholders, partners, contributors and the general public

**Desirable Skills:**

- Knowledge and experience of managing NLHF-funded projects, exhibitions, cataloguing, archive research, talks and discussions
- Knowledge of the River Thames and London History
- Assertive and the ability to negotiate

**TERMS AND CONDITIONS**

**Salary/Fee:**

- £22,000 (gross figure)
- This can be taken as a fixed term full-time salary (April to November 2021)
- Or, it can be delivered as a freelance contract
- We will consider a part-time working arrangement.

**Location:**

- Thames Festival Trust is based in London.
- We will consider working from home arrangements.
- The role involves travelling to Silvertown and North Woolwich and to the project's Heritage Partner is Newham Local Studies Archive, based in Stratford Library.

**HOW TO APPLY**

**Deadline for applications:**

- Tuesday 13 October 2020 at 6 pm.



- Short-listed applicants will be contacted on Thursday 15 October 2020.

**Interview date:**

- Thursday 22 October
- Interviews will be held over Zoom

**Start date:**

- To be agreed

**To apply:**

- Please email a covering letter (no more than two pages) setting out how your experience and skills match the requirements of this role and how you will contribute to making this a successful project.
- Please enclose your CV, details of two referees (who will not be contacted prior to interview).
- Please complete our equal opportunities monitoring form.
- **Submit documents to: [recruitment@thamesfestival.org](mailto:recruitment@thamesfestival.org)**

**Shortlisted candidates**

- Shortlisted candidates will be supplied with further project information and will be asked to prepare a short presentation.

**Thames festival Trust is an equal opportunities employer.**

We are committed to working towards a more diverse cultural sector. Our recruitment process is open to all, but we are particularly keen to hear from Black, Asian and Minority Ethnic (BAME), those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled, as these groups are currently underrepresented in our teams.

Recruitment equal ops data is anonymised and used internally to identify ways to improve our process and reach the widest possible pool of candidates.