



Trustees: Stephen Warrington (Chair),
Andrew Cooke, Angel Gavieiro Besteiro,
Sandie Dawes, Henry Fajemirokun, Raj Kehal,
Rosanna Machado, Kate Sandars,
Olga Stanojlovic, Peter Stephens.

Heritage Project Manager

We are looking for a Heritage Project Manager to join our team to work on an exciting new heritage project called **Lost & Found**.

Thames Festival Trust is an arts organisation which delivers festivals, stand-alone commissions, river-based events, heritage projects and education programmes. We have a twenty-seven-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 *Lost & Found* 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 2025, our annual season of events taking place along the River Thames in London during September.

Terms of Contract

- Fixed term: April 2025 – January 2026 (10 months)
- Part-time role: 3 days a week
- PAYE Salary: £24,000 pa (£40,000 FTE)
- Holiday Allowance: 20 days pa (FTE holiday allowance = 25 days + 8 Bank Holidays)
- Pension: TFT will make a statutory 3% contribution into a recognised pension scheme on completion of the probationary period; employees contribute 5%

Lost & Found

Thames Festival Trust project funded by the National Lottery Heritage Fund

Lost & Found aims to increase inclusion within the heritage sector. We will do this by recruiting a representative cohort of young adults and offering them a paid internship and mentoring programme which provides real benefit to their onward progression within the heritage sector.

The Heritage Interns use objects found by the mudlark Nicola White on the Thames foreshore to research and interpret 19th century maritime London in the environs of Deptford Creek. We use the following themes:

- Connecting People to Place
- Finding Lost Histories



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- Missing Voices
- Sources and Resources from Deptford's Maritime Past.

The Heritage Internship programme starts with learning and immersive research events in June and July 2025:

- Presentations and guided foreshore explorations by archaeologists, mudlarks and experts in the ecology of the Thames foreshore.
- Presentations by curators and insights into museum and archive practice.
- Training and guidance by heritage experts in the skills we aim to impart.
- Time for independent research online, in museums and archives.
- One-on-one mentoring sessions.

We aim to increase the Heritage Interns' knowledge and skill in the following areas:

- Object-based research
- Archive Research
- Online Research
- Exhibition Curation
- Writing Interpretation Materials.

The knowledge and skills learned by our Heritage Interns will be showcased as part of pop-up exhibitions presented in September 2025 and promoted as part of the Totally Thames festival:

- Sat 6 & Sun 7 with Hands on History at the Roman Amphitheatre, Guildhall
- Sat 13 & Sun 14 with Hands on History at Cutler's Hall, City of London
- Thurs 16, Sat 20 & Sun 21 with RMG at Cutty Sark
- Sat 27 & Sun 28 with Hands on History at London Museum Docklands
- Sat 11 & Sun 12 Oct with Hands on History at The Crypt, St Paul's Cathedral

Royal Museums Greenwich is producing a Thames-themed weekend of activities at Cutty Sark on Sat 20 & 21 Sept to align with Lost & Found's pop-up display.

We produce a series of public walks and talks programme, including:

- Foreshore walks by MOLA & Creekside Discovery Centre
- Public talks at Cutty Sark curated by Hands on History and RMG
- Talk at Trafalgar Tavern by Nicola White

We produce the following project outputs:

- A webpage.
- An exhibition of photographs and accompanying interpretation text
- We design and print a booklet.
- We produce four short films, presented by Nicola White and uploaded on her YouTube Channel. These films will explore our subject areas using our mudlark objects and the research undertaken by our Heritage Interns.

In October and November, we will provide mentoring sessions for our Heritage Interns to help guide their progress into further employment. Led by Hannah Stockton (Royal Museums Greenwich), Dr Claire Harris (Museum of London Archaeology) and Symeon Ververides (The London Archives), they will:

- Identify and show the broad range of career pathways across the heritage sector



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- Open up the perception of transferable skills, and how these can be harnessed as robust and meaningful assets within heritage careers
- Help shape individual vision and ambitions within the group.

There will be opportunities for the Interns to feedback their reflections of the internship to their peers and the wider group.

Our aspiration is that through this project we will:

- Involve a diverse group of young people in heritage and provide them with tangible opportunities for onward progression in the heritage sector.
- Add to the body of research already undertaken on our heritage subject and make this freely available for public access.
- Communicate our heritage through a variety of engaging project outputs.

Job Description

Duties & Responsibilities

General

- Relationship management, being the first point of contact with project stakeholders and the general public.
- Write and supply information about the project to colleagues, funders, stakeholders and the media.
- Manage the project budget and liaise on financial matters with relevant Thames Festival Trust staff, before any significant change and/or submission of reports to funders.

Traineeship Programme, Volunteers, Booklet and Exhibitions

- Recruit, interview, appoint and manage trainees & volunteers.
- Organise induction sessions for trainees & volunteers.
- Arrange and manage training days with archives and museums.
- Supervise research sessions at archives with project stakeholders.
- Compile information pack for trainees about the project and heritage background.
- License research including images and documents for use in Booklet.
- Organise and supervise exhibition & Booklet co-design session and support their final development.
- Take part in the evaluation process of the programme.

Events

- Recruit, train and manage volunteers for event invigilation.
- Organise wrap-around events of walking tours, workshops and talks, both in person and online.
- Supervise delivery of events.

Project webpage and digital outputs

Liaise with the Head of Digital, Marketing & Communications across marketing, communications and production to:



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- Deliver all content needed for both print and digital tools to the specifications outlined and agreed at the start of the project.
- Recruit subject experts to support with development of docu-series film and confirm those to appear in film.
- Alongside the project filmmaker, book spaces for film to be shot and liaise with those to appear in film.
- Help develop project narrative and support production of press kit to secure PR coverage and communicate the project clearly.
- Secure all licensing for 3rd party use on all content produced as content is confirmed.
- Ensure all elements are delivered on deadline, within the agreed timeframe.

Evaluation & Report

- Manage the project evaluation process and submit all reporting to NLHF through online portal.
- Work alongside the project evaluator to support the process of undertaking trainee, volunteer, audience and participant surveying and analyse the results.
- Support the evaluator to write a project report to be submitted to stakeholders and funders.

Thames Festival Trust staff are also expected to:

- Assist with special event management including cultivation and networking events, launches, etc.
- Provide support for each other, to cover for each other's areas of work during absences, to share information and to contribute generally to the smooth running of the TFT organisation and general activities.
- Undertake other duties as may be reasonably required.

Person Specification

- A motivated self-starter, personable, inspiring confidence, and able to lead diverse teams; a good communicator at all levels both within and beyond the organisation; able to take ownership of a project, reporting regularly on progress, and knowing when to ask for support or advice as needed.

Essential Skills & Experience

- Knowledge of, and experience within, the heritage sector.
- Project management experience.
- Budget management experience.
- Excellent writing and interpretation skills.
- Excellent IT and presentational skills.
- Confidence in presenting the project to stakeholders, partners, contributors and the general public.
- Ability to interpret the outcomes and vision for the project and apply these to its programme of activities.
- Flexible in approach and able to be quick thinking and resourceful.
- Practical and proactive in attitude and able to support diverse teams.
- Knowledge of and commitment to the principles of diversity and equal opportunities and how to apply them in the workplace.

Desirable Skills & Experience



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- Knowledge and experience of managing the delivery of a National Lottery Heritage Funded project.
- Experience of recruiting and managing volunteers, trainees and internships.
- Experience of mentoring.