



CLARE CASTLE COUNTRY PARK

Introduction

Clare Castle Country Park is a beautiful quiet area to relax, play, get close to nature and learn about Clare's fascinating history and heritage.

The park contains the remains of the 13th Century stone castle keep set upon its 12th century 60ft high motte overlooking the town, as well as its inner and outer baileys which are ideal areas for recreation and picnics. The inner bailey also contains the former railway station which now houses the Platform One Cafe serving hot drinks and food throughout the year.

Away from the open green areas, visitors can find the footpaths through the trees and along the banks of the River Stour and along the old railway line. Here can be viewed the variety of trees and plant life, and information boards show the various birds and water life which can be seen along the waters' edge.

Annual visitor numbers are around 100,000

The Opportunity

The Trustees of Clare Castle Country Park are looking to employ a **Project Administrator**.

This post will be responsible for supporting the delivery of the Park's Heritage Lottery Fund (HLF) Project, including the administration of Clare Park Centre, and any other administration tasks that are deemed appropriate.

The Project includes both capital spend on buildings, interpretation and infrastructure, and the implementation of a comprehensive activity plan, phased over a period of some 2 ½ years.

The Role

Project Administrator

Job Title: Project Administrator

Hours: 17.5 hours per week, to include occasional evening and weekend working for 2 years 6 months

Salary: £11,000 (excluding on costs)

Responsible to: Project Manager for 18 months and then the Park Manager. The role includes working alongside the Volunteer and Community Engagement Manager

Closing date for applications: Tuesday 12th June 2018

Main purpose of role: This post will be responsible for supporting the delivery of the Park's Heritage Lottery Fund (HLF) Activity Plan, including the administration of Clare Park Centre, and any other administration tasks that are deemed appropriate

The Administrator will:

- Provide administrative support to the HLF Project Team, Project Manager (first 18 months)/Park Manager (final year), and Volunteer and Community Engagement Manager as required
- Manage the day to day running of the Clare Park Centre to ensure that individuals and organisations have the resources required
- Issue and pay invoices
- Maintain accurate records of income and expenditure
- To be the first port of call for enquiries and general correspondence
- Respond to queries about the Park by phone, email, post and social media
- To work closely with Trustees, volunteers, contractors and others to ensure the efficient and effective implementation of the delivery stage of the project
- To act as secretary to the HLF project team
- To provide clear and accurate project status and other reports
- To ensure that all project documentation is complete, current and appropriately stored
- To maintain a project diary and daybook, and make any necessary travel, accommodation and meeting arrangements
- To maintain appropriate financial information relating to the project and produce reports as required
- To be in charge of all office-based supplies and equipment

- To maintain appropriate IT systems relating to the project, including websites and social media
- To maintain such statistics and other information as the project team deem necessary
- To assist in maintaining good relationships with all organisations and individuals involved with the project
- To maintain records of volunteer involvement in the project

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.

Experience, qualifications and skills

Requirements	Assessed by Application / Interview	Essential	Desirable
Knowledge			
General understanding of why it is important that a broad range of people engage with heritage.	A&I	Y	
Broad understanding of health and safety, management of data, and equality and diversity in the workplace.	A&I	Y	
Demonstrate enthusiasm for undertaking training and short courses.	A&I	Y	
Experience (paid or voluntary)		Essential	Desirable
Experience of working in an office	A&I	Y	
Have experience of working in a small team or workplace	A&I	Y	
Experience of working with members of the public	A&I	Y	
Knowledge about volunteers and volunteering	A&I		y
Experience of working and delivering to deadlines	A&I	Y	
Experience of managing an office	A&I	Y	
Requirements			
Assessed by Application / Interview		Essential	Desirable
Experience of managing a bookings system	A&I		Y
Financially literate and numerate	A&I	Y	

Familiar with public sector and/or charity processes and culture	A&I		Y
Skills			
Able to communicate appropriately and effectively with a range of people, including children, young people, academics, professional colleagues and volunteers	A&I	Y	
Good level of ICT – Microsoft Office, social media platforms	A&I	Y	
Ability to maintain records in line with current data protection legislation	A&I	Y	
Self- motivated and able to use initiative	A&I	Y	
Be personable and adaptable	A&I	Y	
Be flexible and willing to work on evenings and weekends when required	A&I	Y	
Be a problem solver not problem creator	A&I	Y	
Have empathy with the ethos of CCCP and the HLF	A&I	Y	
Knowledge of the management of heritage assets and green spaces	A&I		Y
Car driver	A&I		Y
Familiar with Clare and its surrounds	A&I		Y
Qualifications			
Minimum of GCSE English and Maths	A	Y	

Programme

The start date for this new position is provisionally scheduled to start between 1st August and 31st October, depending on the applications received.

Additional information

To apply please return a completed application form (see appendix A) to James Mellish. You may also send a CV if you wish.

Completed application forms must be returned by 5.00pm on Tuesday 12th June 2018 via email to james@jmenvironmental.co.uk

A copy of the HLF Activity Plan can be issued upon request.

It is anticipated that interviews will take place w/c 25th June 2018

This post is supported by the Heritage Lottery Fund.

Appendix A

Application Form

Please write or type clearly using black ink.

Post applied for:

Full Name:

Home address including post code:

Email:

Daytime phone number:

Evening phone number:

Please provide two referees. Include your current or most recent employer.
We will not contact your referees without your permission.

Name, email and phone number	Job title/organisation	Relationship
1		
2		

1. May we approach this referee for a reference now?
2. May we approach this referee for a reference now?

Please provide an employment history for the past 10 years. Begin with your current or most recent employed position and work backwards.

From	To	Organisation / address	Your role and responsibilities	Reason for leaving

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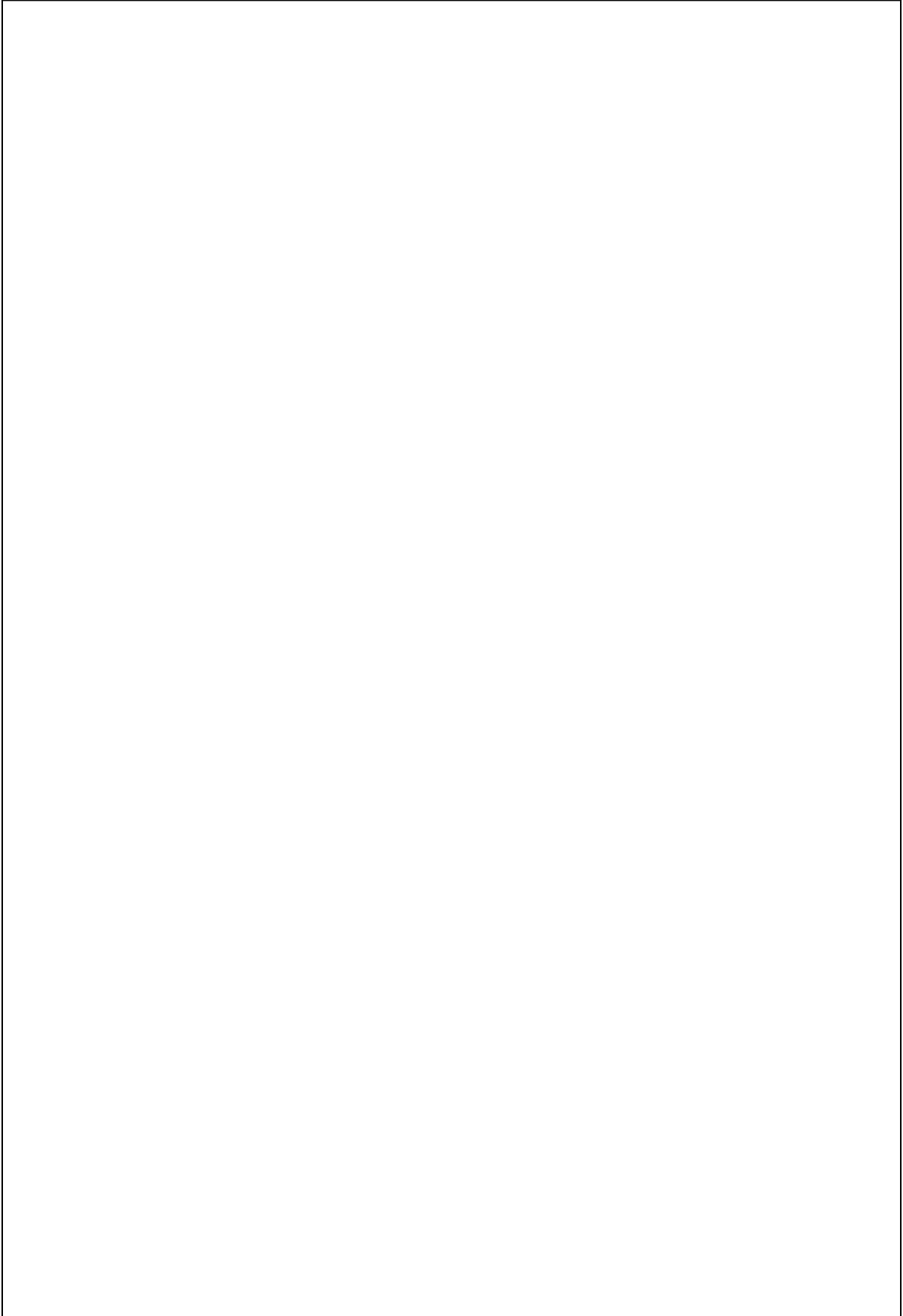
Please provide your education background and qualifications
Begin with your current or most recent education and work backwards.

From	To	Place of Study	Qualifications obtained

Membership of professional bodies (if applicable)

Please outline your reasons for applying for this post.

Please check the job description and person specification to evaluate your suitability for this post and give examples that demonstrate this. Explain why you are interested in this post and anything not covered elsewhere which you feel is relevant. If necessary, please use an additional sheet. You may use up to two sides of A4 but should not feel obliged to fill the space.



Have you ever been convicted of a criminal offence? If so, please give details.

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, as this job will require you to work with children, it is considered to be exempt from the Act, and therefore ALL convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.

Health. Please specify any special access requirements you may have in order to attend interview.

Declaration

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act. I am aware that DBS disclosure will be required.

Signed

Date

Completed application forms must be returned by 5.00pm on Tuesday 12th June 2018 via email to james@jmenvironmental.co.uk