



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 **Volunteer and Community Engagement Manager**.

This post will be responsible for ensuring that the outcomes of the Heritage Lottery Fund's (HLF) Activity Plan are delivered on time and on budget.

The Activity Plan includes interpretive activities and will create opportunities for:

Heritage. Family, heritage, nature and sensory trails; geocaching and field tripper activities with the use of a new app; community research and an oral history project; citizen science; community archaeology.

People. Adult and children volunteering opportunities; upskilling staff & volunteers; arts and crafts workshops; rural craft and study days; history & wildlife talks.

Education (using the Clare Park Centre as a base).

- Primary schools: local history, plants, animals, art, drama & music.

- Secondary schools: medieval, transport & railway history, ASDAN students, learning resources.
- Adults: skills classes run by West Suffolk College.

Communities. Family events; takeover days; health walks and fitness.

The Role

Volunteer and Community Engagement Manager

Job Title: Volunteer and Community Engagement Manager

Hours: 37 hours per week, to include regular evening and weekend working for 2 years 6 months

Salary: £30,000 (excluding on costs)

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

Closing date for applications: Tuesday 12th June 2018

Main purpose of role: This post will be responsible for ensuring that the outcomes of the Heritage Lottery Fund's (HLF) Activity Plan are delivered on time and on budget. The primary role will be to recruit, manage and support volunteers and community groups to deliver an engaging and vibrant programme in Clare Castle Country Park. In addition, this post will be responsible for managing relationships with community groups and organisations in and around Clare and supporting them in delivering a vibrant programme of events. This post will manage the park administrator.

Note: the Park currently has some 70 volunteers who work on the green spaces and provide some other functions. Part of the new role will be to merge the existing volunteer arrangements with those created for new volunteers.

The Volunteer and Community Engagement Manager will:

- Recruit diverse volunteers to Clare Castle Country Park from Clare, the surrounding villages and Haverhill.
- Develop and manage the infrastructure for effective volunteering in the Park and to create a pool of community volunteers to be called upon to help across the town.
- Manage the DBS checking of volunteers as needed.

- Manage regular celebration events for volunteers.
- Ensure that the Park's activities programme is maintained by volunteers and health and safety legislation is adhered to.
- Develop and manage relationships with community organisations and schools in Clare and surrounding villages and towns.
- Support the delivery of the community archaeology programme, including advertising opportunities to local communities.
- Support the delivery of small-scale family and adult events
- Manage the event diary for Clare Castle Country Park to ensure there are varied events available for different audiences.
- Support the delivery of large scale events in the Park by local community organisations.
- Work with Clare Community Primary School and Stour Valley Community School to support the delivery of specific projects outlined in the HLF Activity Plan.
- Manage the Education Consultant to develop and deliver education resources, family trails and bug hunting kits.
- Manage the use, storing, and hire of equipment in the Clare Park Centre.
- Organise the delivery of the Training Plan to ensure that the training for volunteers is appropriate to their needs.
- Assist with the marketing of events and opportunities in Clare Castle Country Park through the development of marketing material and through social media.
- Manage the HLF Activity Plan budget
- Evaluate all programmes and events and write final Evaluation Report for HLF.
- Carry out the responsibilities of the role and undertake all training, duties and interactions with staff, volunteers, partner providers and customers fairly, without unlawful discrimination and with due regard to the Trust's policies, procedures and guidelines on safeguarding & child protection, customer care, health and safety, equality and diversity.

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	
Interest and enthusiasm for making parks and heritage of interest accessible to diverse people	A&I	Y	
<p>Knowledge about and/or interest in at least two of the following areas:</p> <p>(this knowledge does not have to be demonstrated through a formal qualification and might arise from personal interest/enthusiasm)</p> <p>Built Heritage Local history Archaeology Parks Ecology</p>	A&I	Y	
Knowledge about volunteers and volunteering	A&I	y	
Experience (paid or voluntary)		Essential	Desirable
Have experience of working in a small team or workplace		Y	
Experience of working in parks, heritage, and/ or volunteer management	A&I	Y	
Experience of working with members of the public	A&I	Y	
Experience of managing teams	A&I	Y	

Experience of working in teams	A&I	Y	
Experience of working and delivering to deadlines	A&I	Y	
Experience of managing budgets	A&I	Y	
Experience of working in park/ heritage site	A&I	Y	
Skills			
Ability to manage people effectively	A&I	Y	
Able to communicate appropriately and effectively with a range of people, including children, young people, academics, professional colleagues and volunteers	A&I	Y	
Requirements	Assessed by Application/ Interview	Essential	Desirable
Ability to develop marketing material and press releases to advertise events and programmes at the Park	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	
Show commitment to creating accessible heritage learning experiences, which meet the needs of a diverse community, and the importance of wide access to the Park and its heritage through physical and virtual means	A&I	Y	
Qualifications			
Undergraduate degree (or equivalent qualification/ experience) in a relevant discipline	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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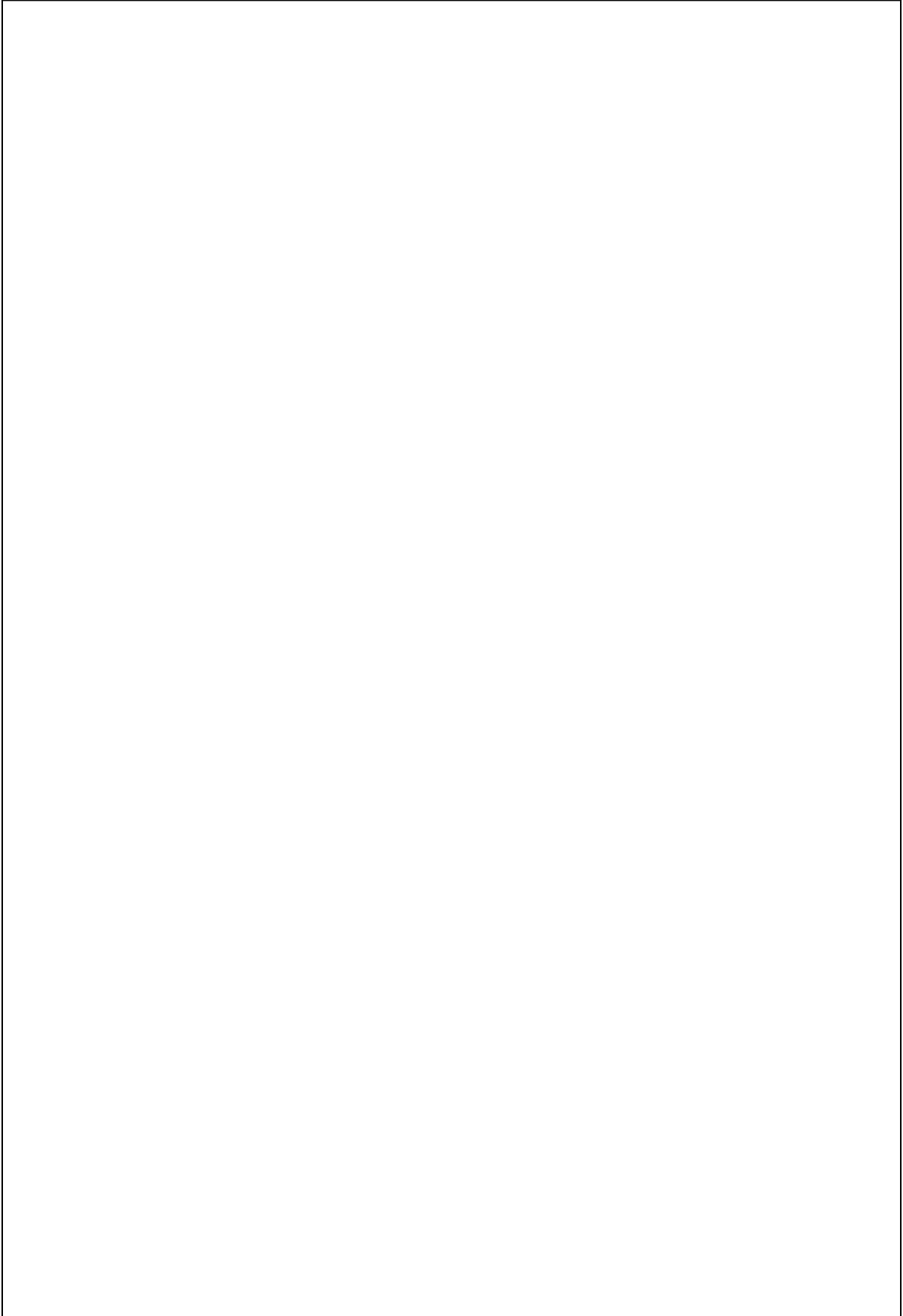
Please provide your education background and qualifications
Begin with your current or most recent education and work backwards.

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