



PRESERVING THE PAST
TO INSPIRE
KNOWLEDGE
FOR THE FUTURE

Steamship Freshspring 'All Aboard' Project Manager Role Description

Responsible to: SS Freshspring Society Trustees

Reporting to: Deputy Chairperson

Salary: NJC scale point 31, £28,221 pro rata per annum = £11,441 actual

Length of contract: Fixed term for 12 months

Hours of work: 15 hours per week, mainly during normal working hours, though some flexibility may be required to meet the needs of the post

Holidays: 23 days pro rata plus 8 Bank Holidays pro rata plus 2 additional non statutory days between Christmas and New Year pro rata

Location: TTVS Office, 14 Bridgeland Street, Bideford

Background:

The Steamship Freshspring Society is a not for profit organisation based in North Devon, whose aim is to return SS Freshspring to operation, preserving the past and inspiring knowledge for the future. Currently the ship is moored at Bideford quay but is not seaworthy. The aim is to renovate and refurbish the ship to become a local, regional and national visitor attraction providing a first class interactive learning experience. SS Freshspring secured project funding from the Heritage Lottery Fund (HLF) and various other funders to deliver a 2 year restoration and educational project.

Role and Responsibilities:

The 'All Aboard' Project Manager role is to oversee the delivery of the Our Heritage Lottery project. The Project Manager will act as a conduit between the Trustees, Education Project Officer and volunteers to ensure the smooth delivery of the project and transparency.

Key Activities:

Project Management

- To be responsible for the health and safety of volunteers at events.

- To promote SS Freshspring Society, its events and opportunities for engagement, participation and volunteering in local and national media.
- To establish and maintain relevant partnerships both locally and nationally
- To act as the initial point of contact for the SS Freshspring Society.
- To develop a program of works as HLF funding requires
- To support the Superintendent and Ship Manager as required to assist renovation work
- To closely monitor all financials associated with the project and ensure best value

Volunteer Recruitment, Training and Support

- Oversee the recruitment of volunteers, their induction and supervision.
- Working with the Education Project Officer:
 1. Develop and support active volunteering through organised work programs
 2. Respond appropriately to the needs of volunteers, identifying training needs and signposting to suitable courses.
 3. Ensure that volunteers are appropriately screened and that risk assessments are carried out where required

Administrative Support

- Maintain detailed records of activities, participants and outputs.
- Ensure that the Deputy Chairperson is kept informed of all project activities and any issues requiring attention and provide regular written update reports

Monitoring and Evaluation

- To work with the Trustees and Education Project Officer to develop a project performance monitoring framework, including decisions about appropriate tools to measure how far the project is meeting its stated outputs and outcomes.
- To provide reports to Trustees, funders and other key stakeholders on project progress

Networking and Partnership Working

- Develop and maintain strong links with the community and national organisations.

General

- To participate in community fundraising activities and grant applications
- Ensure work is carried out to agreed standards and targets;
- Represent TTVS and SS Freshspring in a positive and professional manner at meetings and events;
- Work within TTVS core values, current policies and good practice
- Undertake any training that may be necessary.
- Take on other tasks and responsibilities that may arise as the work develops, and that are appropriate to the level of the post.

This Person Specification demonstrates the personal attributes required of an individual in order to undertake the duties required by the post and will be used in the selection process. Assessment of Candidates will be via application and interview.

The selection process recognises and acknowledges the value of transferable skills or experience, so long as their relevance to the role is very clearly demonstrated by the applicant.

Requirements	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Relevant qualification or experience in project management • 	<ul style="list-style-type: none"> • Relevant qualification or experience of the industrial heritage sector and social history
Experience	<ul style="list-style-type: none"> • Recruiting, managing and supporting staff and volunteers • Producing written reports. • Producing publicity material. • Working with management team, boards and trustees • Experience of monitoring and evaluation 	<ul style="list-style-type: none"> • Working in a museum environment. • Experience of fundraising
Knowledge or Awareness	<ul style="list-style-type: none"> • SS Freshspring and maritime heritage • Working knowledge and understanding of current health and safety requirements 	<ul style="list-style-type: none"> • Knowledge of the museum scene in North Devon
Skills	<ul style="list-style-type: none"> • Able to work on own initiative and in a team, formulate approaches, and network to achieve goals • Outstanding communication and, in particular, listening skills. • Organised, with strong administrative skills. • Able to produce written material and reports to a high standard. • Skilled in the use of Microsoft Office (Excel, Access, Word etc) and comfortable with email and internet technology. • Able to network effectively with partners, including statutory agencies and voluntary groups. • Able to work within a prescribed budget • Able to give effective talks and presentations and be comfortable doing so. • Can work as part of a team. 	
Personal Attributes	<ul style="list-style-type: none"> • Diplomatic; able to sensitively negotiate between the needs of visitors, volunteers and other stakeholders. • Self disciplined and highly motivated; a self-starter, happy to structure and organise own work. • Compassionate and sensitive to the needs of others. 	