

## **Job Application Pack – Heritage Project Coordinator**

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## Introduction

Islington Mill Arts Club is a well-established artist-led CIC providing affordable studio, venue and educational provision for the culture sector from its former textile mill in the heart of Salford.

Building on 20 years of experience as a cultural catalyst and home for imaginative freedom IMAC has now established a charity, Islington Mill Foundation, to lead existing creative and learning programmes, and to grow new projects that will impact positively on the cultural and social landscape of the city and the region.

Major renovation work will shortly begin to restore, develop and make accessible the historic Mill for this new phase of its creative life. Renovated, the building will house the developing Islington Mill Art Academy, as well as events, projects and programmes that will further embed the Mill as a cultural driver in both the history and future of the area.

A regular programme of workshops and events will continue to draw on Islington Mill's reputation and expertise as a creative and disruptive force for inclusivity, and for cultural and social change.

This is an exciting point in Islington Mill's history. With a new organisational structure, business plan, and capital and project funding in place from both The National Lottery Heritage Fund and Arts Council England, it is ready to embark on its next, most exciting and ambitious phase yet. The Mill is now seeking an experienced **Heritage Project Coordinator** to work with the Mill's small but dedicated team to build on this potential.

We are open to applications from people from a range of backgrounds, particularly those who understand how to build strong communities and partnerships. A full job description is enclosed, but we will consider alternative approaches from interested candidates.

To apply, please complete the application form and return it, along with your CV and a completed Equal Opportunities form, by **12pm on 20<sup>th</sup> March 2020**.

Please email your documents to Stef Wyke at: [info@islingtonmill.co.uk](mailto:info@islingtonmill.co.uk)

If you would like further information before submitting an application, please contact Stef by email.

## **Islington Mill Mission**

Islington Mill provides brave spaces for artists, creatives and Salford's local community to nurture creativity and ambition.

## **Islington Mill Ethos**

- Islington Mill delights and excels in creating a collaborative and supportive environment for all kinds of artists, creatives and entrepreneurs at every stage of their development and career.
- Islington Mill's welcoming, nurturing and accepting environment is the manifestation of what the organisation believes is possible when people work together to build a community of collective care.
- Islington Mill is committed to supporting diversity in talent, experience and learning, and works to foster peer-to-peer behaviours, curated and spontaneous activity, and pro-active networks that promote acceptance, opportunity and artistic endeavour.

## **Islington Mill Core Activities**

We deliver our mission through three core activities:

- Provision and factoring of studio and events spaces.
- Education, coaching, mentoring and support for artists.
- Strategic partnerships, projects and programmes with community and regional impact.

## **Islington Mill Core Aims for 2019/22**

- Islington Mill's historic site and building are developed, secured and provide viable and sustainable cultural assets for its community and stakeholders for the long term.
- A two-year organisational development and transition programme is completed to secure the Mill's resilience, including the launch of Islington Mill Foundation as a fully-fledged charity.
- Drawing on the Mill's unique value proposition the Mill's core services and programmes are sustainable and contribute to the region's cultural diversity and future.
- Affordable and accessible artist-led development, mentoring and support through the Islington Mill Art Academy is increased through the Mill's partnership with Manchester School of Art PhD.
- Diversity and inclusion within the Mill's tenants and programmes is increased, and greater engagement with the local community is supported by capital renovations and new creative programmes.

## **Job Description – Heritage Project Coordinator**

**This is a 3 year fixed term post**

**This role reports to:** General Manager Stef Wyke who is responsible to Maurice Carlin, Director, Islington Mill Arts Club

**This role has project management responsibility for:**

- HLF related Marketing and Communications
- HLF Commissions and Freelance staff
- Volunteers
- Liaison with the Capital Project Design Team and Capital Project Manager

### **Purpose**

The Heritage Project Coordinator is responsible for the smooth and efficient delivery of the Heritage Lottery Funded project and related partnership liaison and funding critical to its delivery. The Coordinator is supported by the General Manager and a nominated Director.

This involves working as part of a team comprising core staff and freelancers, project teams, a design team and volunteers, and liaising with key partners and stakeholders as required.

A Capital Programme project manager, design team and architects have been appointed to undertake work to date. The Heritage Project Coordinator will be expected to liaise closely with the team to ensure delivery of the overall project plan comprising both capital and revenue works with primary responsibility for the revenue programme known as the Activity Plan.

The post holder will be required to contribute to operational planning and delivery, fundraising and communications, governance administration, HR and project legacy and sustainability.

We are looking for someone with heritage experience who can demonstrate they have effectively delivered projects or programmes to achieve and report on contracted outputs and outcomes. You should be interested in working in a unique, diverse and creative environment.

### **MAIN RESPONSIBILITIES AND DUTIES**

#### **Threading The Heritage Of Islington Mill – The Living Story**

**This project will:**

- Safeguard the future of the threatened Grade 2 listed 1823 Mill by its 200<sup>th</sup> anniversary with extensive capital works creating a viable, sustainable business through new residency and workspaces and conservation of the building fabric.
- Launch a Living Story programme to explore and archive 200 years and 20 years of community and economic history and create a narrative for industrial design heritage, exploring continuities in the “room and power” model over 200 and 20 years.
- Provide a hub for a cluster of independent textile and heritage craft producers.

### **Role and responsibilities:**

1. Coordinate each strand of the approved Heritage Project including delivery of all outcomes within project plan, timetable and budget in order to safeguard the future of Islington Mill.
2. Co-ordinate and deliver the Activity Plan ensuring it delivers each of the components and effectively increases access to and understanding of the heritage of Islington Mill in line with approved targets.
3. Liaise with the appointed Design Team to ensure the physical works take account of ongoing business continuity and all operational and end use requirements.
4. Establish baseline data for each of the existing and new growth audiences targeted within the Activity Plan and provide monitoring and any necessary changes to ensure targets are achieved or exceeded.
5. Manage the volunteer plan and volunteer expenses budgets and host all volunteers on site, across all activities, taking account of all health, safety, training and safeguarding requirements.
6. Undertake oral history activities with local communities who had a former relationship with Islington Mill.
7. Develop and issue briefs and recommend contractor selections in order to fulfil each of the components of the Activity Program including social history research, a web design specialist and educational workshop activities and manage their delivery.
8. Promote and recruit target audiences to participate in events, open days, tours and workshops to extend audiences accessing heritage at Islington Mill.
9. Develop and maintain delivery partnerships including Salford University School of Architecture, Salford Culture and Heritage Network, Salford Culture and Place Partnership and Salford Local Cultural Educational Partnership.
10. Work with Salford University to deliver the Heritage Building Recording involving archaeologists, architects, tenants and volunteers.
11. Help develop the marketing strategy to launch the new residencies and bookable spaces and the event to celebrate the 200<sup>th</sup> birthday.
12. Promote, organise and deliver building tours during heritage and open studio periods and as booked by external parties.
13. Issue news about heritage events, opportunities and resources through social media, newsletter and on-site channels including a regular heritage project update.
14. Commission and contribute to the projects evaluation, legacy and sustainability plan.
15. Work as part of the management team of Islington Mill contributing to business planning and budgetary processes to ensure the heritage legacy is maintained following the end of HLF support.
16. Other duties as required to effectively and efficiently deliver the project:
  - Representing the Mill as appropriate
  - Complying with Mill policies and procedures
  - This role may be required to work unsocial hours as appropriate and reasonable

## **PERSON SPECIFICATION**

### **Desired knowledge, experience and skills**

- Demonstrable track record of managing a heritage project and/or Heritage Activity Plan or similar heritage activities.
- Experience of project management including financial reporting.
- Enthusiasm for working with local communities including volunteers, heritage enthusiasts, schoolchildren, and creative people.
- A pro-active communicator with experience of public and stakeholder engagement at both community and strategic level.
- A natural ability to work collaboratively, supportively and respectfully of those you are working with and an enthusiasm for Heritage, the Mill, its work and its ethos.
- Ability to work without supervision, use initiative where required and work under pressure.
- Experience of project monitoring, reporting and evaluation.

Additional sub-contracts are required in order to complete specific activities requiring specialist professional support. The Heritage Project Coordinator will be responsible for finalising and issuing the required contract briefs and will work with Islington Mill Board and senior staff to manage the procurement of the contracted services consistent with the project timetable and in the manner required by the HLF.

The Heritage Project Coordinator will report to the General Manager with support from the Senior Team and Board.

## Summary of Terms

**Contract:** This is a fixed term contract of employment for 3 years. Secondments and/or contracted services on both a full time or part time basis will be considered but a named individual will be required to act as the project officer for the duration of the project to ensure continuity, connection and consistency across all aspects of the Activity Plan and its relationship with the Capital renovation of Islington Mill.

**Salary range:** £23,000 to £27,000 (pro rata) subject to experience.

**Notice period:** Two months.

**Probationary period:** Six months, with one month notice.

**Holidays:** 33 days p.a.(including statutory public and bank holidays).

**Location:** Islington Mill, James Street, Salford.

## Timeframe for applications, selection and interview

The deadline for receipt of applications is **12pm on 20<sup>th</sup> March 2020**.

You will be notified whether you have been shortlisted (or not) for interview via email and interviews will be held the week commencing 30<sup>th</sup> March at Islington Mill.

## Guidance Notes for Applicants

Please read these notes carefully before completing your application.

Islington Mill is committed to being an inclusive employer that welcomes staff from a wide variety of backgrounds. This guidance is provided to help you apply for one of our vacancies as effectively as possible and to ensure you provide us with all the information we need to see how well you meet the requirements of the job.

If you have any general queries about the application process, or to request the application pack in a different format, please contact Stef Wyke

If you have specific queries about the role please email [info@islingtonmill.com](mailto:info@islingtonmill.com)

To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply in your application. We cannot take into account in the selection process any previous knowledge we may have of you.

To apply, please complete and return to Islington Mill by the closing date (see above):

- Application Form
- Equal Opportunities Monitoring Form
- CV
- If relevant, a Guaranteed Interview Form

Contact us if, for reasons of disability, you wish to respond in an alternative format.

Please note that stand-alone CVs cannot be considered.

If you are applying as an organisation please provide the named candidate who will undertake the role of Heritage Project Coordinator and indicate the number of days they will spend on site each week/month to undertake the role as set out in this contract brief, proposed terms of payment and VAT.

### **Data Protection Act, 1998**

Information provided by you as part of your application will be used in the recruitment process only – data will be held securely with access restricted to those involved in the process. Once this process is complete, data relating to unsuccessful applicants will be stored for a max. of 12 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personal record.

Information provided by you in the Equal Opportunities form will be used to monitor Islington Mill's diversity policies and practices. By submitting your completed application you are giving consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personal record if you are the successful candidate.

Thank you for your interest in working for Islington Mill.

### **Contact details**

Islington Mill  
1 James Street  
Salford  
Greater Manchester, M3 5HW

0161 278 6404

[www.islingtonmill.com](http://www.islingtonmill.com)

Islington Mill Arts Club, Registered in England (No 06668777)  
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