



TOLPUDDLE OLD CHAPEL TRUST
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Tolpuddle Old Chapel Trust: Activity Coordinator brief

The Old Tolpuddle Chapel is a heritage asset of national and international importance. Tolpuddle Old Chapel Trust (TOCT) has raised the necessary funds to ensure the renovation and interpretation of the building. The primary funder is the Heritage Lottery Fund.

Through the renovation of the Tolpuddle Old Chapel, the Saving the Martyrs' Legacy Project aims to:

- Provide a quiet place in the heart of this Dorset village
- Provide space for community use
- Encourage knowledge and understanding to help tell the story of this humble building
- Develop skills and experience through volunteering and paid work opportunities
- Ensure project viability post completion

The Activity Plan is the guiding document against which the project will be evaluated. Once complete, the project will:

- Inspire a wide range of visitors and participants who will engage with and understand the significance of the Old Chapel story
- Increase the sense of ownership felt by Tolpuddle residents by encouraging contributions of time, knowledge and skills
- Raise the awareness of the Old Chapel as a destination for teaching and learning, with resources designed to match curriculum needs
- Form strategic alliances with heritage partners such as Shire Hall, the TUC Museum and Methodist Heritage
- Contribute to the sustainability of the project post-completion by underpinning the plan with governance and volunteer development

Our priority audiences are:

- Local residents and others with an interest in the key storylines from diverse backgrounds
- Local people with wellbeing needs including needs relating to rural isolation and health recovery
- Young learners and their families
- Key stage 2 Primary school students within the catchment area

The project as a whole will also reach a core audience:

- Residents of the village with an interest in the key storylines
- Visitors: specialist groups and individuals motivated by TUC or Methodist heritage, or family genealogy
- ABC1 families, couples and solos with an interest in built heritage

We aim to reach a target of 10,000 visits, including participation and volunteer engagement within the first year of operation.

Activity is divided into seven distinct programmes that deliver the Activity Plan aims:

- Programme 1: Interpretation Plan delivery
- Programme 2: Volunteer Development
- Programme 3: Activities Programme
- Programme 4: Formal Learning
- Programme 5: Heritage Skills Training (cob, rural skills, apprenticeship)
- Programme 6: Research opportunities for future academic partnerships in respect of the historical storyline
- Programme 7: Trust Governance, Development and Sustainability

The Consultant

Tolpuddle Old Chapel Trust seeks to appoint an experienced Activity Coordinator to develop and deliver Programmes 2,3 5 & 6 and to work with the project team to ensure all Activity Programmes are delivered with synergy, meeting the project's outcomes and objectives.

Programme 1, 4, and 7 will be delivered by specialist contracts and managed by the Project Manager

The full team comprises:

The Project Manager who is accountable to TOCT trustees, via the TOCT Project Board and holds responsibility for:

- Architect contract; includes oversight of sub-contracts to the Architect
- Activity Coordinator (this contract)
- Formal Learning Specialist contract (currently being advertised and we welcome applications from individuals for multiple contracts)
- Evaluation Consultant contract (currently being advertised and we welcome applications from individuals for multiple contracts)
- Designer (s) for Interpretation e.g. digital and static outputs; recruitment, selection and management

Principal Tasks

In order to meet the projects aims, within the proposed timeframe, the Activity Coordinator is required to:

1. Take a leading role on volunteer recruitment and training, to include:

- review the draft Volunteer Policy & Plan and devise a Handbook together with TOCT trustees and existing volunteers;
- devise, research and develop a structure to deliver volunteer recruitment, training and development in order to realise a sustainable volunteer programme;
- To maintain volunteer records (incl. timesheets, feedback following activity completion and any reasonable claims for volunteer travel).
- review volunteer role descriptions and lead on recruitment, selection, training and placement (including DBS checks where appropriate). It is emphasized that:
- Volunteer recruitment must target harder to reach groups within the mix of targets
 - Core skills training package can be developed via Dorset Community Action & Volunteer Centre Dorset
 - Specialist skills training to include a programme of 'witness conversations' open to the public, and volunteers: to enable volunteers to be informed about contemporary rural issues, briefed by first-hand evidence from individuals and organisations e.g. Foodbank; Credit Union; Unseen (modern slavery); Shelter (Farmworkers Tenancy).
 - Development and support of a Friends / Fundraising group

2. Take a leading role on the development and delivery of an Activities Programme [an outline framework has been approved], including:

- Workshops and heritage skills training courses
- A programme of outreach talks
- A self-directed walk, to be piloted and promoted as either self-directed or volunteer led

The programme will be delivered by volunteers, sessional workers and through Old Chapel space bookings.

3. Marketing of the Tolpuddle Old Chapel during the Delivery and Operational phases. A simple Marketing and Communications plan has been drawn up.

4. Work closely with the Project Manager and contractors to ensure synergy with the following work programmes and content development:

- Interpretation: liaise with the interpretation contractor and provide content, and detail of text for all media
- Formal Learning: development of a pilot schools project and subsequent development of a self-directed schools offer for all schools' usage
- Heritage skills training: on the job training in traditional skills, extended to public engagement opportunities as part of the activities programme.
- Trustee development: with respect to core requirements that relate to the Activity Programme such as safeguarding, health and safety, fundraising etc.
- Evaluation: ensure events and activities are evaluated throughout the two year period, using the evaluation tools proposed by the Evaluation consultant

Reporting

The Activity Coordinator will be accountable to the Project Manager and is responsible for TOCT volunteer teams.

Expertise and Experience

- Substantial experience of attracting, recruiting and managing volunteers who could help the project and benefit from it, using a range of communication techniques and channels
- Experience of delivering activities for NLHF and/or other funded projects and the recording of volunteer contributions
- An understanding of impact metrics in relation to projects such as this and experience of contributing to evaluation of similar projects
- An understanding of the heritage industry and its stakeholders
- Experience of marketing, or working closely with marketing professionals to attract and engage the public, organisations and partners
- Experience of working in or with project management structures to deliver outcomes to schedule
- Excellent motivational and communication skills
- Experience of organising and delivering a range of events and activities aimed at our target and core audiences

Timetable

The project runs until July 2023, the delivery of the capital works is scheduled between November 2021 and October 2022.

This appointment will run from appointment until the end of the project.

Fee

This is a freelance contract offered at the rate of £16,000. We anticipate an average of one day a week input from the consultant although this will fluctuate in response to the demands of the project programme.

Payment will be made against agreed outputs and paid in instalments to be agreed upon appointment. Payment will be by BACS on receipt of an official invoice.

The Activity Coordinator will be responsible for their own National Insurance and Tax. There is no holiday entitlement with this contract.

Selection criteria

We will be using these criteria:

- Understanding of the brief and extent of response to it
- An enthusiasm for and proven experience of volunteer development and engagement
- Past experience of the development and delivery of a public events programme
- Proven experience of working for voluntary sector organisation, accountable to a board of trustees
- Value for money

Procedure for submission and selection:

- Candidates will submit CV and covering letter responding to brief and person specification.
Shortlisting based on pre-agreed criteria
- Candidates should supply the contact details for two referees
- Interview by panel with Trustee representation and Project Manager. Interview format to include:
 - Short presentation in response to requirements of role followed by Q&A
 - Standard set of pre-agreed questions for all candidates
- Candidates will be scored according to pre-agreed criteria and the highest scoring candidate will be selected.

Closing date for submissions is **9.00am Monday 28 March 2022**

Please submit your application by email to Crystal Johnson, Project Manager:

Crystal@Crystaljohnson.co.uk

Interviews will be held in the week commencing 4 April 2022