



TOLPUDDLE OLD CHAPEL TRUST

Company Number 8908950 Registered Charity Number 1159578



@TolpuddleOCT



info@tolpuddleoldchapeltrust.org



www.tolpuddleoldchapeltrust.org

Tolpuddle Old Chapel Trust: Delivery Manager brief



Tolpuddle Old Chapel Trust (TOCT) has secured funding from the National Lottery Heritage Fund and others to save and restore the Grade II* listed Tolpuddle Old Chapel. Building work is underway and we anticipate that this will be completed by the end of 2022.

The aim of the restoration project is to:

- Provide a quiet place for a broad range of visitors in the heart of this Dorset village
- Provide space for community use, activities and events
- 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

We are now looking for an enthusiastic and friendly Delivery Manager to help develop our volunteer teams and deliver a programme of activities and events in the Old Chapel building when it reopens.

Principal Tasks

The Delivery Manager will be responsible for:

1. Volunteer recruitment and training, to include:
 - reviewing the draft Volunteer Policy & Plan and developing a Handbook together with TOCT trustees and existing volunteers;
 - research and develop a structure to deliver volunteer recruitment, training and development in order to realise a sustainable volunteer programme;
 - maintaining volunteer records (incl. timesheets, feedback following activity completion and any reasonable claims for volunteer travel).
 - reviewing volunteer role descriptions and lead on recruitment, selection, training and placement (including DBS checks where appropriate).
 - helping TOCT to develop and support a Friends / Fundraising group
2. Take a leading role on the development and delivery of an Events Programme for the first year of operation after the building has been completed [an outline framework has been approved], to include:

- working with the relevant volunteers to confirm the venue booking terms and conditions and booking process
 - programming events for Y1 that reflect the heritage and character of the building but with a focus on income generation
 - working with the Trust and volunteers to investigate the potential for a programme of outreach talks
 - working with the Trust and volunteers to develop a self-directed walk, to be piloted and promoted as either self-directed or volunteer led
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: development of a range of on site and on line interpretation materials to tell the story of the building
 - 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: covering recruitment and succession planning and with respect to core requirements such as safeguarding, health and safety, fundraising etc.
 - Evaluation: ensure events and activities are evaluated throughout the project, using the evaluation tools proposed by the Evaluation consultant

In all areas of work, it is essential that the sustainability of activity is considered to ensure that TOCT can continue to operate effectively as a solely volunteer run operation once project funding ends. The Delivery Manager will also assist TOCT to ensure that it has appropriate structures and processes in place to become financially self-sufficient.

Reporting

The Delivery Manager will be accountable to the Project Manager, transitioning at the end of the year to TOCT, and is responsible for TOCT volunteer teams. The Delivery Manager will also work closely with other members of the project team including:

- Formal Learning Specialist
- Evaluation Consultant
- Interpretation Designer

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 organising and delivering a range of events and activities aimed at our target and core audiences
- An understanding of evaluation
- Practical experience of managing budgets and reporting

- 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
- Experience of working for a voluntary organisation
- Able to work on own initiative and as part of a team
- Excellent motivational and communication skills

Timetable

The project runs until September 2023, the delivery of the capital works is due to be completed October/November 2022.

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

Fee

This is a freelance contract offered at the rate of £14,000. We anticipate an average of one day a week input from the Manager 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 Delivery Manager will be responsible for their own National Insurance and Tax. There is no holiday entitlement with this contract.

Procedure for submission and selection

- Please submit CV and covering letter responding to brief, expertise and experience
- Please also 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

We will be using these assessment 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

Closing date for submissions is **Monday 8 August 2022**

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

Crystal@Crystaljohnson.co.uk

Interviews will be held in the week commencing 15 August 2022