Job Description

Project Assistant: Centenary Stories - Aylesham Village 100 Years

Employer:	Aylesham Community Trust (ACT)
Salary (FTE):	£26,228 (FTE) 7.5 hours per week (0.2 FTE) £5,246 per annum (£13.45 per hour)
Contract:	Fixed-term, 13 months
Hours:	1 day per week (7.5 hours)
Location:	Aylesham Community Trust, The Old School, Ackholt Road, Aylesham, Kent CT3 3AJ
Reporting to:	Chief Executive Officer (Project Director
Responsible for:	N/A

Funding Statement:
This post is funded through the Centenary Stories: Aylesham Village 100 Years project, made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, this project will record, preserve and celebrate Aylesham's heritage for current and future generations.

Job Purpose:

To provide practical administrative and general support, including maintaining evaluation systems and any other related events and community engagement assistance, to the Centenary Stories project team.

Background*:*

Aylesham Community Trust (ACT) is a local charity at the heart of the rapidly growing village of Aylesham in Kent's historic coalfields. Since 1995, we've been here for our community, providing training opportunities, employment support, and essential community services.

As a registered charity, we reinvest all income from our facility rentals directly back into supporting local people and community groups across Aylesham and the wider Kent Coalfields area. Everything we do is about making life better for the people who live here.

In 2023, our Trustees agreed on an ambitious programme of growth and change. Working with trusted partners, our plans will help unlock new types of support and opportunities for the people of Aylesham, the surrounding areas and the wider Kent Coalfield.

Centenary Stories will work with local people, involving young people, to enable recollection of this history and its contribution to Kent and UK heritage and culture, collating these stories and experiences as a legacy of memories, stories and artwork. The work will be showcased in exhibitions and events at Aylesham Community Trust, Kent Mining Museum and on-line.

Aylesham Community Trust has formed a unique collaboration with partners to commemorate & celebrate the 100-year centenary of Aylesham Village, East Kent 1927-2027 through recording & conservation of memories and stories of the Village. Aylesham Village heritage is rooted in stories, language, music, customs and social traditions. Working with long-term residents and newcomers, our vision is to strengthen pride, belonging and understanding of this wealth of experience at this key moment in history. Unlocking this history before it is lost for ever, we will create a unique legacy & contribution to Aylesham's heritage and that of the East Kent mining communities, offering new understanding of their role in the wider world.

Key Responsibilities of the role

- Undertake general project administration and record keeping.
- Assist with event, exhibition and meeting administration.
- Help maintain participant and contact databases.
- Support volunteer recruitment and communications.
- Gather monitoring information and participant feedback.
- Help prepare venues for project activities and events.
- Support oral history interviews, workshops and community activities.
- Assist with publicity and promotion activities.

Person Specification

Essential

- Good organisational and administrative skills.
- Good interpersonal and communication skills.
- Ability to work effectively with members of the public.
- Competent use of Microsoft Office and email.
- Reliable, flexible and able to work as part of a team.
- Commitment to ACT's values and community focus.

Desirable

- Experience of volunteering, community projects or events.
- Interest in local history, heritage or community engagement.
- Experience of managing organisational social media accounts.
- Knowledge with Xero packages an advantage.
- Driving licence and access to a vehicle.
- Experience working with young people, older people or community groups.

Working Arrangements

The postholder will be based primarily at Aylesham Community Trust, Aylesham Old School, Ackholt Road, Aylesham, supporting project activities delivered both on-site and within the local community. The role involves regular face-to-face contact with staff, volunteers, participants and visitors.

The postholder may occasionally be needed to attend project activities and events at partner venues in order to support other team members. Some evening and weekend working may be required to support project delivery. A flexible approach to occasional out of hours working will be essential.

The postholder will be expected to work in accordance with ACT's policies relating to safeguarding, health and safety, equality, confidentiality and data protection.

Aylesham Community Trust is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.

Other

There is free on-site parking

Full Time Equivalent Holiday Entitlement is 25 days per year (or pro-rata equivalent for part-time roles) plus Bank holidays

Pension Scheme

ACT is a Real Living Wage Employer



About ACT

Who we are

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As a registered charity, we reinvest all income from our facility rentals directly back into supporting local people and community groups across Aylesham and the wider Kent Coalfields area. Everything we do is about making life better for the people who live here.

In 2023, our Trustees agreed on an ambitious programme of growth and change. Working with trusted partners, our plans will help unlock new types of support and opportunities for the people of Aylesham, the surrounding areas and the wider Kent Coalfield.

Charitable Aim

For the benefit of persons in the Aylesham and rural district to provide or assist in the provision of facilities for the advancement of education and for recreation and leisure time occupation with the object of improving the conditions of life of the said persons

Vision Statement

Our Vision is that all residents of Aylesham and surrounding rural areas can reach their full potential and enjoy a good quality of life

Mission Statement

Our mission is to develop, provide and support initiatives that increase skills through training, encourage employment opportunities including self-employment, and support local community groups and activities.



Values

We are a member of Association of Camerados which is an international community and movement that encourages human connection by creating no agenda spaces. We share the same values and see our Main building as one giant Public Living Room[1].

1. We are inclusive. We welcome and value people from all walks of life and encourage people to mix with those who are different to yourself
2. Respectful dialogue. We embrace difference and encourage open and respectful dialogue. It's okay to disagree if we do it respectfully.
3. No fixing. Good Camerados lie somewhere in-between being a friend and a stranger. We are not here to "fix" people but offer support by being present and sometimes alongside.
4. Empowering by helping each other. We believe everyone has something to offer, especially if they are experiencing tough times. We love it when people offer us help by being alongside us.
5. Keeping it human. People always come first. Even when we are sometimes being a bit rubbish or silly.

[1] https://camerados.org/