Job Description

Project Manager: Centenary Stories - Aylesham Village 100 Years

Salary (FTE):	15 hours per week (0.4 FTE) £12,480 per annum (FTE salary £31,200)
Contract:	Fixed Term (13 Months)
Hours:	2 days per week (15 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:

You will be responsible for the day-to-day project delivery including practical tasks relating to the successful delivery of the engagement activities and events as set out in the project plan. This will include coordinating the day-to-day delivery of Centenary Stories, supporting project management, communications, events, financial monitoring, volunteer engagement and partnership working.

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

- Organise and deliver events & associated programmes working closely with the Project Director, ACT Board and partners.
- Lead on the practical delivery of exhibitions, oral histories and community activities.
- Organise meetings and produce agendas and minutes.
- Maintain project records and monitoring systems.
- Ensure accurate and ongoing financial management, proactively solving problems and delivering related activities.
- Coordinate and support volunteer and participant engagement.
- Oversee programme communication requirements –ensuring operations are properly established.
- Liaise with project partners and contractors.
- Assist the Project Director with reporting, evaluation and legacy planning.
- Engage and support the work of other staff and subcontractors



- Advise on future Programme management and assist the Project Director as required in developing funding applications

Person Specification

Essential

- Knowledge of managing and archiving heritage assets.
- Excellent interpersonal, oral, and written communication skills and ability to work with colleagues and stakeholders at all levels.
- Demonstrably proactive, creative and able to balance multiple deadlines in a demanding role and excellent organisation skills.
- Diplomatic and experienced in dealing with confidential/sensitive issues.
- Public engagement experience.
- Experience of engaging with vulnerable groups in a community project.
- Communicating and influencing: Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments
- Making informed decisions analysing reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.
- Ability to use Microsoft Office with proficiency in Microsoft Word, Outlook, PowerPoint, and Excel.
- Understanding of the creation of virtual methods of engagement with the public
- Excellent communication, interpersonal, problem solving and critical thinking skills
- Able to work effectively under pressure, observe deadlines and work successfully independently, and as part of a team.
- Experience managing similar medium scale projects.



Desirable

- Experience in heritage, arts, culture or voluntary sector projects.
- Undergraduate degree desirable or professional qualification in organisational management /or administration.
- Significant experience in a similar role.
- Understanding of oral history or archive projects.
- Knowledge of social media and digital communications.
- Experience of volunteer coordination.
- Knowledge with Xero packages an advantage
- Driving licence and access to a vehicle.

Working Arrangements

The postholder will be primarily based at Aylesham Community Trust, working alongside the Chief Executive (& Project Director), Project Assistant, other professional project team members, volunteers and community participants. Whilst some flexibility may be permitted, the role is predominantly site-based and requires regular attendance at ACT.

The role will require occasional travel to partner organisations, schools, heritage venues and project events across Kent. Some evening and weekend working will be required to support exhibitions, oral history activities, public events and community engagement opportunities. A flexible approach to working out of hours as and when required is therefore 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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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].

- **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
- **Respectful dialogue**. We embrace difference and encourage open and respectful dialogue. It's okay to disagree if we do it respectfully.
- **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.
- **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.
- **Keeping it human.** People always come first. Even when we are sometimes being a bit rubbish or silly.

[1] https://camerados.org/

