



## **Heritage Project Co-Ordinator**

### **All Change! 150 Years of Rail, From the Past into the Future.**

Job Type: Freelance, part time: July 2017 – December 2018

16 hours per week flexible, including some weekend and evening working

Salary: £7,500

An opportunity has arisen for a Freelance Project Co-ordinator to work on an exciting project celebrating the heritage of the Railway in Elstree and Borehamwood.

First Impressions and Elstree and Borehamwood Museum are embarking upon this multi-strand project. Funded jointly by the Heritage Lottery Fund through the Sharing Heritage Programme and other local bodies, the project will bring together the rich and little known heritage of the railway which had such an impact in bringing people to the area and for the development of the film industry.

When the Midland Railway Company built its extension from Bedford to St. Pancras, it opened a station called "Elstree" in July 1868. The arrival of the railway was critical to the growth of the town and of its film industry.

Today the station, Elstree & Borehamwood, is used by passengers making four million journeys every year and is among the busiest 5% of main line stations in the country. It has the second fastest projected growth in footfall of stations on its line; the railway's impact on the Town continues to grow.

We propose to celebrate this milestone, so critical to our town, through a year-long programme of activities designed to involve all local residents, with active roles for a wide range of local groups.

The Project Co-Ordinator would need to manage and deliver all aspects of this project, including working with Elstree and Borehamwood Museum on a six month exhibition opening in January 2018. This role will also include leading a small volunteer project delivery team as well as overseeing a programme of outreach events and activities carried out by the volunteers.

The role requires the Project Co-Ordinator to carry out oral history interviews and to oversee and manage the publicity of the project through to its culmination. Some experience in oral history interviewing and editing is desirable but not essential.

The post holder will be responsible for liaising with the Chair of the First Impressions group, the Museum's Manager and Hertsmere Borough Council's Heritage and Museums Officer and also with a team of volunteers.

The role is offered on a freelance basis, the post holder being responsible for all tax, insurances etc. This opportunity is offered on a fixed fee basis. The post is 16 hours a week, flexible to suit the post holder. Given that most of the work has to be done in 2017 a rough guide is 2 days per week for 30 weeks in 2017 and 20 weeks in 2018.

Support will be given by Hertsmere Borough Council's Heritage and Museums Officer.

**Skills and Qualifications:**

- Experienced in museum and heritage project delivery
- Experienced in organising outreach events
- Experienced in managing volunteers
- Experienced in oral history interviewing and editing (desirable)
- Experienced in liaising with third party organisations (such as Hertfordshire Archives and Local Studies)
- An interest in railway heritage
- Self-motivated
- IT competent
- Research abilities

To apply, please submit a CV and written response outlining how you meet the required criteria and proposed schedule of work. Please email this information to: Ruth Stratton: [ruth.stratton@hertsmere.gov.uk](mailto:ruth.stratton@hertsmere.gov.uk)

Deadline: 2<sup>nd</sup> June 2017

