



Job Description October 2023	Heritage Activities Coordinator Part-time, flexible, self-employed
Employer Details	St Mary-at-Finchley PCC 26 Hendon Avenue, Finchley, London N3 1TR https://stmaryatfinchley.org.uk/
Project summary	<p>Give me shelter! St Mary-at-Finchley church and churchyard project is supported by The National Lottery Heritage Fund, London Borough of Barnet and other grant providers. St Mary's will be working in partnership with LB Barnet and our neighbour Barnet Mencap to revitalise Grade II* St Mary's, the heart of Finchley Church End Conservation Area, to maximise use of the site and improve physical, cultural and digital access for the community.</p> <p>The Heritage Activities Coordinator will support four heritage engagement activities. Each one already has a team leader with relevant skills, plus interested volunteers;</p> <ul style="list-style-type: none"> - <u>Barnet Mencap Partnership</u> - co-production of an easy-read church history guide and audio guide, workshops on church music through the ages, map reading, plant selection and garden maintenance - <u>Burial records</u> - inscriptions and grave photographs digitisation, a training course has been planned for this group of volunteers - <u>Historic publications</u> - writing and publishing new books/ booklets about St Mary's and associated people, including archive images - <u>Historic footpath route</u> -Waymarking and publicising ancient paths to St Mary's, linking with the Capital Ring and Dollis Valley Green Walk, local schools and sports venues.
Overview of role	Key responsibilities of the role include: <ul style="list-style-type: none"> - Work with volunteer team leaders of each activity, identify where/when support is needed and provide assistance - Report to the Project Leader and Steering Committee - Deliver the activities within the overall project timescale and budget, with limited supervision

	<ul style="list-style-type: none"> - The proposed hours/timescale for this role is 120 hours work, over 12 months from appointment, coinciding with the end of heritage activities Building work and landscape construction will be completed later. - The Heritage Activity Coordinator will work with a graphic designer, to produce a coordinated range of publications, web pages and signage for the activities.
Project Programme	<ul style="list-style-type: none"> - The project will begin in October 2023 with appointment of consultants and staff. - Heritage activities are programmed from late-2023 to late-2024 see <u>Activities Project Plan</u> for details
Ideal Skills & Qualities	<ul style="list-style-type: none"> - Friendly and outgoing - Ability to use own initiative - Experience of working with volunteer groups - Local knowledge of the Finchley community
How to apply for this role	<p>Submit a fee proposal by email to the Parish Administrator detailing preferred payment basis, by stages or hourly rate. Provide evidence of relevant experience / similar projects and reference contact details. Include a short response to the proposed project programme.</p> <p>Ana Mejia Parish Administrator, St Mary at Finchley Parish Church administrator@stmaryatfinchley.org.uk</p>
Closing date of applications	<p>5pm Thursday 26th October 2023 Interviews will be held during the following week.</p>

