

FOOTPRINT PROJECT – NEW POSITION DESCRIPTION

1.0 JOB TITLE: Interpretation Officer

1.1 REPORTS TO: Rector

1.2 RESPONSIBLE FOR: Activity Plan consultant, Interpretation Design consultant, Research consultant, and up to five volunteers

1.3 SALARY AND STARTING DATE: £30,000 per year starting in May 2014 (subject to HLF funding) Full-time (40 hours per week), fixed-term contract for 5 years, 25 days holiday per annum plus Bank Holidays, pension & BUPA contributions.

1.4 CONTEXT

Bath Abbey is a vibrant and internationally significant parish church currently serving nearly 500,000 people annually. Footprint is a transformative programme of capital works, interpretation, collections care and sustainable energy, provoked by the urgent need to repair and renew its collapsing historic floor. The project will accomplish this by:

- Reducing Impact - stabilising the floor foundation, renewing its surface, and using the unique hot springs as a source of energy
- Enlarging Capacity - fulfilling the Abbey as a place of congregation, equal access and hospitality
- Retelling an Ancient Story - recording and interpreting the long history of the Abbey site and this iconic church for millions of visitors
- Becoming a People and Place Fully Alive - supporting everyone in recognising what is valuable - individually, communally, and globally

As a church, it is essential that all visitors have an experience of the Abbey that is consistent with the hospitality of a Christian community. Part of the Abbey's mission is to offer all visitors the opportunity to experience the Abbey as a *People and Place Fully Alive*. The Interpretation Officer has an opportunity to play their part, along with every other aspect of what our visitors' experience, in assisting that process.

1.5 JOB DESCRIPTION

To coordinate and manage all of the Abbey's interpretive activities, taking responsibility for the development and delivery of formal and informal education programmes, as well as public programming.

To lead, develop, manage and deliver all aspects of the Footprint Project Activity Plan which will include:

- the development and delivery of the Abbey's interpretation strategy
- guiding and managing the Activity Plan consultants
- community and partnership consultation to shape project outputs
- working with current volunteers to understand how visitors engage with the Abbey's heritage

- the development and delivery of new exhibitions and interpretation areas
- co-ordinating a full and lively programme of activities and events

Through this work the post holder will establish an effective model for collaboration and participation across the Footprint project programme and ensure that the project contributes to sustained audience development practice.

2.0 PRIMARY RESPONSIBILITIES

- To develop, manage and deliver a full and detailed Activity Plan within the parameters laid out in the HLF guidelines and the Abbey's interpretation strategy
- Create and manage a team of volunteers to deliver formal and informal education activities
- Support and coordinate interpretive activities and public programmes across the whole organisation
- Build co-operative relationships with other departments particularly: music, visitor services, operations team, and archive
- Develop relationships with schools, universities and colleges across the region
- Create resources and learning opportunities that relate to the needs of schools (and the national curriculum) and colleges
- Exercise fiscal responsibility – creating and then working to a budget
- Represent and contribute an interpretation perspective, within the Abbey and to its committees and support groups
- Undertake personal professional development
- Fulfil any other tasks that may arise in developing and delivering the Activity Plan
- Liaise, develop links and collaborate with external providers and other relevant local bodies
- Represent and promote interpretation and education at the Abbey locally, regionally and nationally

3.0 PERSON SPECIFICATION

3.1 QUALIFICATIONS

ESSENTIAL

- Post graduate qualification or relevant equivalent experience of museum or heritage interpretation and/or education
- At least five years' experience within museum or heritage interpretation and/or education
- Experience of developing and mounting exhibitions using historic collections and archive material
- Proven track record of engaging visitors with heritage
- Proven track record of managing and producing complex projects on time and on budget
- Proven experience of developing interpretative outputs for the general public through a participatory methodology
- Experience of devising and delivering training programmes for volunteers and of managing volunteers
- Experience of using a variety of methods to evaluate the success of projects and activities

DESIRABLE

- Experience of integrating apps, online content and social media into interpretive activities
- Previous experience of working in a church or religious heritage setting
- Previous experience of working on Heritage Lottery Funded projects
- Sympathy with and an understanding of the values and mission of Bath Abbey

3.2 EXPERIENCE, KNOWLEDGE AND SKILLS

ESSENTIAL

- Use of standard office software packages and email (e.g. Microsoft Office, Outlook, etc.)
- Good logical, analytical and problem solving skills
- Effective time management and an ability to multi task effectively
- Flexible and adaptable approach
- Ability to prioritise and to show initiative
- Awareness of tools and techniques for engaging audiences and identifying potential barriers
- A flexible, innovative and creative approach to work
- Excellent interpersonal skills including tact, diplomacy and a sense of humour
- Ability to work collaboratively and to take responsibility when required
- Excellent communication skills, both written and verbal

DESIRABLE

- Experience of Heritage Lottery Fund projects, current guidelines and reporting requirements
- Experience of setting and managing budgets
- An inspirational storyteller/communicator

4.0 APPLICATION

To apply please send full CV and covering letter via post or email to:

Sarah Jermyn
Footprint Project Administrator
Bath Abbey
12 Kingston Buildings
Bath BA1 1LT

SJermyn@bathabbey.org

Deadline for applications is 5pm, Thursday 17 April 2014.

Interviews will be held on the afternoons of Thursday 1 and Friday 2 May 2014.