

Important Information about the Job



Job Title	Sounds of the South West Project Assistant
Salary	£24,521 pa SCP 20 (pro rata for part-time hours)
Location	Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Somerset TA2 6SF
Hours of Work	The job is offered at 22.2 hours per week. Your normal working days will be Tuesday, Wednesday and a third day to be agreed with the line manager. The offices of the Somerset Heritage Centre are open daily from 8am to 5.15pm, Monday to Friday. The post will include occasional weekend and evening work. The pattern of work will be in agreement with the line manager.
Contract	Part-time contract for a fixed period of 18 months.
Probationary Period	The appointment will be subject to a probationary period of six months.
Leave	The annual leave entitlement for this position is 23 days per year (pro rata for part-time hours). Public holidays are additional to the annual leave entitlement.
Notice Period	During the probationary period, the notice required is one week. Following completion of the probationary period, the notice required is one month from either the employee or the Trust.
Disclosure and Barring Service Check	A Disclosure and Barring Service (DBS) check is not an essential requirement for the position

Job Description

Job Title	Sounds of the South West Project Assistant
Reports To	Senior Archivist (Collections Development)
Team	Somerset Archives & Local Studies
Job Purpose	To support the successful delivery of the Sounds of the South West project in Devon and Somerset. The postholder will provide administrative and practical support to the Archives and Local Studies teams working closely with Trust colleagues and external partners.

Working Relationships	<p>Internal: You will work with staff, trustees and volunteers throughout the Trust.</p> <p>External: You will work with a broad range of stakeholders and community groups and with the general public.</p>
Additional Information	<p>Occasional evening and weekend work will be required from time to time, for which time off in lieu may be given.</p> <p>You will need access to an independent means of transport. The postholder will be required to attend meetings with partners and stakeholders.</p>

Key Responsibilities and Tasks

1. Provide administrative support to the Archives and Local Studies teams delivering the Sounds of the South West (SotSW) project in Devon and Somerset.
2. Support the planning of cultural and heritage activities for communities across Devon and Somerset and in collaboration with project partners and facilitators.
3. Provide support in maintaining effective communication with current and prospective project partners.
4. Assist with the administration of participant feedback to ensure engagement activities are monitored effectively to contribute to evaluation of the activity programme.
5. Use IT systems to maintain project documentation, to create updates for the Trust's website and social media platforms, and to share updates with funders and project partners.
6. Support the Trust's PR and Communications Team by providing documentation of SotSW activities.
7. Respond to enquiries from the public and stakeholders positively and effectively. These may be received in a range of formats, including by phone or face-to-face.
8. Maintain spreadsheets for Devon and Somerset sound recordings being digitised at Bristol Record Office during the SotSW project.
9. Assist with the preparation of material for temporary transfer to Bristol Record Office and complete temporary transfer paperwork as required.
10. Assist with investigation into rights clearance options for material digitised through the project
11. Follow and comply with all policies and procedures of the Trust, including the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, and others at the Trust.
12. Uphold the working values and expectations of the South West Heritage Trust.
13. Carry out other duties relevant to your post as reasonably required by your line manager.

To succeed in this role you will need to demonstrate:		
	<i>Essentials</i>	<i>Desirables</i>
Qualifications	Educated to A Level in a relevant discipline, or relevant equivalent experience.	Relevant CPD training.
Experience	Experience of working or volunteering within a relevant discipline or related subject, e.g. museum, gallery, archive service, etc Administrative experience. Experience of assisting with the planning and delivery of heritage activities for a range of audiences.	Experience of working with historic objects / collections. Experience of developing content for promotional materials and digital engagement
Skills / Knowledge	Established written and verbal communications skills Established organisational skills Established data collection skills Demonstrable computer skills and ability to manage information systematically and accurately. A general understanding of collections care and management.	A knowledge of the history and heritage of Somerset and the South West. Knowledge of preparing and implementing social media content An understanding of digital archives and digital preservation.
Attributes	A passion for heritage and culture. A positive, proactive approach to work and collaboration with others. An ability to work to deadlines and manage time and resources effectively. Good time management and organisational skills. Willingness to work flexibly as part of a team in order to achieve collective targets and deadlines. Ability to respond to change within a project that is constantly evolving.	An instinctive communicator familiar with social media and digital engagement. An understanding of the wider heritage sector

	Willingness to travel to different SWHT sites and other locations across Devon and Somerset as required.	
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