



# Programme Coordinator

## Introduction/Background to the Role

The Common Room of the Great North Limited (CRGN) is a new limited company and registered charity, created to take forward the restoration and redevelopment of its Grade 2\* listed 19<sup>th</sup> Century building, Neville Hall in Westgate Road, Newcastle upon Tyne (known to many simply as 'the Mining Institute') and to preserve its internationally important collection and archive and make it available to a wider audience through a programme of digitisation.

CRGN has been successful in securing approval for funding from the National Lottery Heritage Fund, the North East Local Enterprise Partnership and several Trusts, Foundations and individual donors, enabling it to proceed to develop and restore the Mining Institute building.

The £7.1 million development project will deliver:

- From Summer 2021 a fully accessible, restored building with climate-controlled spaces for archives and collections and a library facility for its users, education spaces for learning and conference and meeting spaces for commercial, educational and community hire.
- On-line worldwide access to the collection and archive which is due to be fully completed by 2022.
- A catering and bar infrastructure to serve the public and produce the commercial income to cover overheads and produce surpluses to underwrite an ongoing education and engagement programme in the building and in the region.
- A heritage interpretation programme which enables the public to understand and celebrate the heritage.
- A core programme of education and heritage activities available digitally until Summer 2021 onwards and thereafter in strategic areas of educational and social deprivation across the North East.
- An Opening Festival in Summer 2021 and an Anniversary Festival in 2022, commemorating the 150<sup>th</sup> anniversary of the building's completion in 1872 and the 175<sup>th</sup> anniversary of the Institute's foundation in 1856.

The Common Room will be 'a celebration of graft and glory; telling the stories of the North East that changed the world, then and now' by...

The Common Room of the Great North Ltd, Neville Hall, Westgate Rd, Newcastle upon Tyne NE1 1SE

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Charity no: 1175946 Company no: 10609517 VAT Registration number: 264569274



- Revitalising our Grade 2\* Listed building and making a step change in the access and interpretation of our internationally recognised archive of the Industrial Revolution we will provide the space, and inspiration, for new collaborations and innovations.
- Instilling pride, ownership and understanding to support the North East economy.
- Using our unique heritage to inspire the next generation of innovators and engineers.
- Engaging with the business community, The Common Room programme will deliver this, providing education and enrichment for young people, promoting skills development for the region's workforce and engaging the public with the heritage.

For further details about The Common Room and the project please visit our website - [www.thecommonroom.org.uk](http://www.thecommonroom.org.uk)

## Job Description

<b>Role</b>	<b>Programme Coordinator</b>
<b>Salary</b>	£18,000 to £21,000 depending on skills and experience
<b>Duration</b>	Full-time, Fixed Term Contract until November 2023, with possible extension beyond this subject to funding. We are open to flexible working arrangements.
<b>Reports to</b>	Programme and Engagement Manager
<b>Location</b>	Neville Hall, Westgate Road, Newcastle. Home working is available if necessary due to covid-19. The role requires travelling across the region to schools and industry sites.

### Job summary and purpose

We're looking for someone positive and enthusiastic to support our mission to inspire young people about the opportunities available to them in this region.

The Programme Coordinator supports the Programme and Engagement Manager to deliver The Common Room's National Lottery Heritage Funded Activity Plan driven by our mission to use our unique heritage to inspire the next generation of innovators and engineers. You will also play an important part in supporting our future programme development and delivery.

You'll be an excellent communicator and organiser. Whilst much of the work will be office based, we need someone who's ready to roll up their sleeves and get involved in the delivery of our outreach activity, including education and in the community, who enjoys meeting new

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people and is flexible and adaptable to support our business needs. We need someone who enjoys having their finger on the pulse of everything that's going on, is extremely organised, willing to learn and happy to help.

We recognise that organisations that are diverse and inclusive perform better than less diverse organisations so we are working hard to ensure that The Common Room has this balance on our team and Board to represent our region and steer our future strategy. We would positively encourage applications from underrepresented groups including BAME applicants, LGBTQ+ applicants and disabled applicants.

### **Main Responsibilities/Activities**

- To work to support the Programme and Engagement Manager to deliver our National Lottery Heritage Funded Activity Plan and other funded activity.
- To be responsible for the administration of Activity Plan projects within agreed budgets and resources.
- To develop budgets and monitor and report on financial matters associated with the programme.
- To be responsible for the collection of data, participant feedback and outcomes from the Activity Plan working with the team to evaluate feedback and plan future activity.
- To work with the Programme and Engagement Manager and Chief Executive to organise and programme the process of ongoing partner and stakeholder consultation and engagement to support our ongoing programme of activities.
- To undertake cultural, scientific, engineering, environmental, heritage, educational, audience and societal research to inform the development of the Activity Plan and ongoing programming
- To coordinate, manage and be a first point of contact for programme volunteers.
- To edit, draft and format any relevant funding bids and supporting documents.
- To undertake additional duties as may reasonably be expected.

All staff/freelance contractors are expected to:

- Positively support equality of opportunity and equity of treatment of colleagues in accordance with the Diversity Policy/statement
- Help maintain a safe working environment by attending training in Health and Safety requirements as necessary and following local safe working practices and the Health and Safety Policy

This position will be involved in educational services and activities for young people. The successful candidate will be required to undertake an advanced DBS check before being able to commence work.

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## Person Specification

### Essential skills, knowledge and experience

Communication and customer service skills	Excellent communication skills. Experience of working with the public and, more formally, with stakeholders. Demonstrate a high level of literacy in the English language with excellent skills in writing.
Organisational skills	Extremely well organised, with great attention to detail, and an ability to coordinate, timetable and balance a broad range of priorities and projects.
Research Skills and Knowledge	Demonstrate skills in research through academic achievement or similar practical experience in undertaking research in at least one specific sector or area of activity such as heritage, culture, science, technology, environment, education, economic or social development.  Knowledge of the North East of England's industrial heritage.
IT skills	Excellent IT skills, including experience of the use of spreadsheet, word processing and document editing and presentation software.
Evaluation	Experience of constructing evaluations / feedback forms, or of working with evaluation data to present it in a clear format. Experience of a range of evaluation tools and platforms is required such as Google Analytics for example.
Administration skills and experience	Administrative experience which involves the planning and delivery of activity in the Heritage and Cultural sector including events, education work, conferences, training, or festivals.
Volunteer Coordination	Experience of coordinating and supporting volunteer teams.
Financial	Experience of working within and monitoring budgets. Experience of developing and using project budgets.
Qualifications / training	A first degree (or equivalent qualification) with relevance to cultural, scientific, engineering, environmental, economic, heritage, educational or societal issues.
Personal Attributes	A commitment to the future of the North East of England. The ability to work on your own, as well as part of a team.

### Desirable skills, knowledge and experience



Please note, an induction programme and on-going professional development and training opportunities will be offered, but the ideal candidate will have some of the following desirable skills, knowledge / experience.

Events administration	Knowledge of the needs of speakers, partners and participants in public lectures, conferences and events.
Safeguarding	Will have knowledge and experience of implementing and updating Safeguarding policy.
Activity Planning for Heritage	Experience of contributing to or undertaking the production of or delivery of Activity Plans for Heritage Projects and NLHF (National Lottery Heritage Fund) applications or similar cultural and heritage experience.
Driving license	A current driving license
Availability	Ideally candidates will be available to start as soon as possible after the interview.

## Appointment and Application Details and Timetable

- Advertising 16<sup>th</sup> Feb 2021 to 1<sup>st</sup> March 2021.
- Shortlisting by w/c 1<sup>st</sup> March 2021.
- Panel interviews 11<sup>th</sup> and 12<sup>th</sup> March 2021.
- Appointment made - 15<sup>th</sup> March 2021.
- Target appointment start date - week commencing 6<sup>th</sup> April 2021 to be discussed.

Applications by email to Anne Bartle [anne.bartle@thecommonroom.org.uk](mailto:anne.bartle@thecommonroom.org.uk)

Applications must include:

- An up-to-date curriculum vitae.
- A letter or video of motivation stating why you are applying for the post and how your experience, knowledge and skills addresses the Job and Person specification for the post.
- The contact details (email and phone) of two referees one of whom should be your last or current employer. We will not contact your referees without your permission.