



Crofton Beam Engines
Crofton, Marlborough, Wilts SN8 3DW
Tel: 01672 870300
A branch of The Kennet and Avon Canal Trust
Registered Charity No. CC209206
VAT No. 357 4551 36



Interpretation Delivery Officer Our Crofton Story

Fixed fee £7,500 part time appointment for 6 months

Background

The Kennet & Avon Canal Trust owns and operates **Crofton Beam Engines**, a grade 1 listed site featuring 2 early 19th century steam powered beam engines. Through its National Lottery Heritage Funded 'Our Crofton Story' project, the Trust has carried out capital repairs and improvements to the site, will renew historical interpretation, and is implementing an activity programme that will attract more visitors and volunteers, thus sustaining the heritage of Crofton for future generations.

The Trust is part way through the development of the Interpretative elements of the Project's Activity Plan, with an the target of completing installation of these by April 2020 followed by completion of the Delivery Phase of the project, including preparation of an evaluation report required by the NLHF at the end of May 2020.

Overall Delivery Phase spending is around £845k

The Trust is seeking an Interpretation Delivery Officer (IDO) to take responsibility for the reworking in light of evaluation feedback, rewriting as necessary, text editing and proof reading of the exhibition panels developed to date. Interactive elements are still to be developed in detail. The role will include finalisation and sign off of printed material and interactive elements, co-ordinating production with the appointed exhibition designers, and overseeing delivery and installation, as well as commissioning and snagging of the 2-D and interactive interpretation elements of the Project's activity plan to appropriate standards.

The Role

The IDO will:

- Be required to:
 - o Actively contribute to the overall planning and management of the interpretation aspects of the project.
 - o Take control of the interpretation and interactive elements of the Activity Plan and agreed budgets
 - o Review and incorporate relevant 2-D and Interactive Interpretation Evaluation results into the Interpretation Scheme

- Take control of the rewriting, editing, consistency checking and proof-reading processes to ensure appropriate standards are met
- Liaise with and manage the 2-D Interpretation Contractor to ensure the 2-D interpretation is delivered to time, cost and quality.
- Review and develop content for the single InfoAktiv Touch Screen display and associated Soundscape.
- Work-with the relevant contractors.
- Oversee the installation and commissioning process for 2-D interpretation, InfoAktiv Touch Screen and Soundscape hardware, cabling and software which will partly be carried out by the Crofton Volunteer Workforce and partly by contractors
- Work with relevant stakeholders in the project such as visitors and volunteers
- Ensure that volunteers and the Heritage Site Assistant receive appropriate training and support to assist with delivery of the above elements of the Activity Plan
- Ensure good Health and Safety Practice and compliance with risk assessments within working areas of the site
- Report on progress to the Project Manager on a regular basis as required
- Ensure completion and filing of documentation

Liaise with:

- The Crofton Branch Management Team on which they will sit
- Crofton branch volunteers though briefing, training and engagement activities

- Report progress and problems to:
 - The Project Manager

The Candidate

The IDO will be a person well experienced in the successful delivery of the interpretation elements of heritage projects, with an emphasis of those including a major volunteer involvement. The IDO will also have documented experience of working on NLHF projects. The IDO will be able to demonstrate a good understanding of both NLHF's objectives and the requirements of the Trust to sustain Crofton as a volunteer driven heritage site for the future. In particular, the IDO will:

- Be highly organised and able to manage and control a section of a project plan and budget
- Have strong oral and written skills, being able to communicate and explain at all levels
- Have experience of interpretation and exhibition work
- Have experience of grant funded projects
- Have experience of contractor management
- Demonstrate empathy with the staff and volunteers working for the Trust at Crofton and elsewhere.
- Demonstrate flexibility, drive and problem-solving skills
- Command the confidence and support of the Crofton Management Team, staff and volunteers

The Appointment

The IDO will be appointed for the remaining 6 months of the project. On present plans, The Trust wishes to appoint an IDO to start during November 2019 and working until mid-May 2020.

This is a fixed fee appointment for the sum of £7,500, based at Crofton Beam Engines. Payment schedule is in three instalments End December 2019. February 2020 and on completion of work.

Apply by Monday 11 November 2019 to The Secretary, Crofton Branch, Kennet & Avon Canal Trust, Crofton Pumping Station, Crofton Marlborough Wiltshire SN8 3DW email crofton.katrust@gmail.com

If you would like to discuss this role before applying, please contact the Crofton branch Secretary at the above address.

Key Relationships

Project Manager, a volunteer and Trustee with control of the project plan and working with the other participants to ensure complete delivery on time, and to quality and budget. The PM is supported by the Project Management Executive, and reports to the Trust Council on Project progress.

Project Management Executive a small team of Kennet & Avon Canal Trust Trustees, including the Our Crofton Story Project Manager and the Crofton Branch Chair, supported by the Crofton Branch secretary. The PME are working together to deliver the Activity Plan and complete the project.

Crofton Project Group. A group of mainly volunteer staff who have driven the Development Phase of the project and I continue through the Delivery Phase to support it, working on behalf of the Crofton Management Team. The PM will chair this group.

Other Participants in the Project

Learning Delivery Officer who will be responsible for finalisation, production, delivery, installation and commissioning Learning elements of the Project's activity plan to appropriate standards under management of the PM

Visitor & Site Manager (existing employee), a heritage professional responsible for operation of the site and delivery of key elements of the activity plan. The Visitor & Site Manager is supported by a Heritage Site Assistant (existing employee).

Crofton Volunteers. A group of around 60 people whose dedicated work enables the care and operation of Crofton. Their roles will change and increase as part of the project and their engagement and support needs to be gained and sustained.

Mechatronics Working Group – Crofton volunteers developing the Mechatronics Project (hi-tech monitoring of engines and systems) also with input to hardware training and installation of InfoAktiv Touch Screen

Crofton Branch Management Team. A team of mainly volunteer managers responsible for running of Crofton and for delivery of the outcomes of the project. This team is led by the Branch Chairman.

K&A Trust Administrator. The small Trust administration and finance team based in at the Trust's office in Devizes which provide finance and other admin support to the project.

Trustees of the Kennet & Avon Canal Trust who have overall responsibility for custodianship of Crofton and are signatories to the agreement with HLF for delivery of the project outcomes. Trustees consider the status of the Crofton project at their monthly meeting and are represented by the trustee for Crofton who is also Crofton Branch Chair.