



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



Learning 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 and delivery of the Learning elements of the Project's Activity Plan, with an the target of delivering these and having programmes ready to run for the 2020 season, 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 a part time Learning Delivery Officer (LDO) to take responsibility for the finalisation, production and delivery of the Learning outcomes of the Project's activity plan to appropriate standards.

Activity Envisaged/Underway

Formal Learning

Review of previous work, finalisation and implementation of programmes for Key Stages 1 and 2

Informal learning

Review of previous work, development and implementation of children's trails for casual visitors, development of resource guides for object handling, and workshops.

To set up and deliver a learning offer reaching schools and families (targets to be agreed) that can be carried forward by volunteers or casual staff longer term.

Volunteer Recruitment and Training

Work with the Visitor & Site Manager (permanent post) to recruit and train new Learning Volunteers.

The Role

The LDO will:

- Be required to:
 - o Actively contribute to the delivery of the Learning Outcomes project.
 - o Take control of the uncompleted Learning elements of the Activity Plan and agreed budgets
 - o Review and incorporate relevant evaluation results into the Learning outcomes.
 - o Trial any additional elements with target audiences if necessary.
 - o Develop and ensure production of Learning Materials to support Learning outcomes.
 - o Take control of the editing consistency checking and proof-reading processes to ensure appropriate standards are met in Learning Materials
 - o Work with the Crofton Visitor & Site Manager and Volunteer Manager to recruit and train volunteers for the Learning Outcomes.
 - o Work with relevant stakeholders in the project such as visitors, volunteers and educational institutions.
 - o Ensure that volunteers and the Heritage Site Assistant receive appropriate training and support to assist with delivery of the above elements of the Learning Outcomes.
 - o Evaluate the final products with users.
 - o Ensure good Health and Safety Practice and compliance with risk assessments within working areas of the site
 - o Report on progress to the Project Manager on a regular basis as required
 - o Ensure completion and filing of documentation

Liaise with:

- o The Crofton Branch Management Team on which they will sit
 - o Crofton branch volunteers through briefing, training and engagement activities
- Report progress and problems to:
 - o The Project Manager

The Candidate

The LDO will be a person well experienced in the successful delivery of the learning and engagement elements of heritage projects, with an emphasis of those including a major volunteer involvement. The LDO will also have documented experience of working on NLHF projects. The LDO 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 LDO 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 learning and engagement activity especially with schools and families
- To have knowledge and experience of science and technology based learning programmes as well as history
- To demonstrate creative ways of engaging people to learn
- Have experience of grant funded projects

- 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 LDO will be appointed for the remaining 6 months of the project. On present plans, The Trust wishes to appoint an LDO 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

Interpretation Delivery Officer who will be responsible for finalisation, production delivery installation and commissioning of the 2-D and interactive interpretation 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.