



CHANCE GLASSWORKS HERITAGE TRUST



Job Title: **Project Administrator**

Reporting to: Chance Heritage Trust Board Chair

Job purpose: CHT is undertaking a 6-month feasibility project to help define the future of two heritage assets in the Galton Valley Conservation area: Chance Glass works and the former Soho Foundry. The Board is seeking a part-time administrator to support and co-ordinate the documentation, appointments and partners involved in the projects.

About The Chance Heritage Trust (CHT)

The CHT was formed with the intention of regenerating the Chance Glassworks, saving this nationally important 'At Risk' Scheduled Monument and a series of Grade II Listed Buildings in the heart of the Galton Valley Conservation Area. Its remit has subsequently expanded to include the Grade II*/Scheduled Soho Foundry and Mint site. These sites have deep-rooted community significance and the projects will develop vibrant mixed-use complexes including residential and business accommodation, meeting spaces and visitor attractions. It will return the heritage buildings to beneficial use, create local jobs, support small businesses and provide training for people in Smethwick and the surrounding area. The sites will be developed in phases, determined by logistical issues of site access and available funding. The Project Manager will support the development of the project working with all relevant stakeholders, contractors, agencies and funders, undertake community and stakeholder engagement and help test the business plan assumptions and support the continued evolution of the Master Plan.

Specific responsibilities

Reporting to the Chair of CHT and working closely with other Board members and the appointed Project Manager.

The postholder will:

- Co-ordinate diary appointments of Board members with partners and stakeholders involved in the project.
- Manage the central electronic filing system and data repository for information produced
- In conjunction with partners produce and distribute monthly progress reports for funders and stakeholders
- Where appropriate record and minute meetings between parties
- Support the role of the social media officer

General responsibilities

- Where required be a first point of engagement for enquiries including our info@ email address
- Undertake financial record-keeping appropriate to the role.
- Liaise between our accountants and Secretary and monitor expenditure
- Organise and attend meetings (virtual or face to face) of the CHT Board
- Support on-going marketing activity and social media presence
- Any other duties appropriate to the role



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Person specification, knowledge, and experience

Essential

- Office administration experience including complex record-keeping
- IT skills to include word processing, databases and email
- Good oral and written communication skills
- The ability to work independently, with good time management and organisational relationship building skills

Desirable

- Experience of working in roles involving co-ordinating consultants and other parties involved in projects
- Experience of working with community involvement/in a public-facing role, working with volunteers
- Knowledge of the local area, particularly Sandwell

Additional Information

***Remuneration:** Pro rata of £22,000 per annum, depending on experience.

Location: Home based and with some travel required.

Hours: 20 hours per week. Flexibility will be required to accommodate fluctuating work demands.

Contract duration: Funding is currently only available to offer this position for 6 months. A Self-employed basis would be acceptable

Paid Leave: *28 Days per annum pro rata (3 of which may have to be taken over the Christmas and New Year holiday period) Note: paid leave not applicable if self-employed

Pension: Group stakeholder pension scheme Note: paid leave not applicable if self-employed

***Note: this post would be suitable for someone who is self-employed. Monthly contract rate: £1,830**

The closing date for applications is **14th January**

Candidates who are being invited for interview will be notified by **w/c 17th January**. Interviews for the position will take place via Zoom or Teams on **20th January**.

For further information: Contact Mark Davies email: mark.davies@chanceht.org
Website WWW.chanceht.org