

Friends of the Dales

Capturing the Past Freelance Project Leader

APPLICATION INFORMATION

Thank you for your interest in the above post. When filling out your application please refer to the following:

- Background to and details of the post
- Job description containing information about the purpose and main responsibilities of the post
- Outline of the Terms of Employment
- Person specification that sets out the selection criteria
- Details of the recruitment process

We strongly recommend that you read this information before completing your application. For further information or an informal discussion about the post please contact Trustee Nancy Stedman:

nancy.stedman@friendsofthedales.org.uk

PURPOSE OF POST

To manage and develop the Capturing the Past archiving project over the next year, with the possibility of an extension.

Closing date for applications: **Friday 15 October 2021**

Applications are preferred by email.

BACKGROUND

Capturing the Past is a project managed by Friends of the Dales that identifies vulnerable collections of historic material, and makes them freely available on a dedicated website. The project began in 2016 as part of the 'Stories of Stone' landscape partnership programme, which focuses on the Ingleborough area. It is funded by the National Lottery Heritage Fund, through the Yorkshire Dales Millennium Trust,
<https://www.ydmt.org/what-we-do/stories-in-stone>

In the first three years the project team, comprising Ian Fleming, Mike Slater, Wilf Fenten, Angus Winchester and Anne Webster, researched and purchased appropriate equipment including laptop, scanner and photographic equipment. A website was commissioned from Community Sites, which provides a comprehensive and very effective searchable archive. Thirty five volunteers were trained in cataloguing, digitising and populating the website, and 18 collections were uploaded to the website (it now stands at 26 collections).

<http://www.dalescommunityarchives.org.uk>

The project is managed by Friends of the Dales, a charity that campaigns for the protection and enjoyment of the special landscapes of the Yorkshire Dales. Our vision is to be the leading charity campaigning for a sustainable future for the Dales.

<https://www.friendsofthedales.org.uk>

We now wish to appoint a freelance Project Leader to coordinate, lead and expand the project over the next year. Capturing the Past is an important project for the charity, but currently we are not benefitting from the full potential of the project. We wish to be able to respond to new opportunities to include material beyond the original Ingleborough area and to bring in more volunteers trained up to contribute to building the archive. We also want to use the resource to raise the profile of the charity and to expand its audiences.

JOB DESCRIPTION

Freelance Project Leader

The Project Leader will be expected to manage and develop the project, the principal responsibilities being:

- to manage and develop the project to ensure unity and consistency, and, working with the Capturing the Past project team, encourage participation by relevant local history groups to extend the archive beyond the initial Ingleborough area, identify vulnerable archives and add new collections to the website
- to provide advice, training and support to volunteers and other project partners on archiving, cataloguing and building the website
- to champion the Capturing the Past project and raise awareness of the potential and benefits of the archive resource, to elicit new interest and identify new opportunities
- to develop the website and to use the archive resource to raise the profile of Friends of the Dales, through for example putting features on the website
- to support the Membership & Events officer in generating items for social media, and articles for the Yorkshire Dales Review, local press and history journals, thus making a direct contribution to the activities of our charity, broadening its appeal and attracting new members
- to provide information on performance and progress to the Capturing the Past project board and Trustees of Friends of the Dales, and to contribute to progress reports and claims to the Yorkshire Dales Millennium Trust
- to ensure that the archive has wide ownership and, working with our charity and the project team, to ensure that there is a clear strategy in place for future maintenance and development beyond the current funding period.

Training in the use of the digitising equipment and using and managing the website will be provided by the team members.

General Accountabilities

- to ensure that a high standard of quality is achieved in all duties carried out.

- to maintain effective relationships within and beyond the Capturing the Past project team, including relevant partners and other agencies, voluntary bodies and community groups.
- to promote good external relations and a positive image for the Capturing the Past project, Friends of the Dales and the contribution of the National Heritage Lottery Fund.
- to meet individual performance targets as agreed with the line manager.

Other Duties

The duties and responsibilities in this role profile are not exhaustive and will be subject to review in 6 months' time. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties will not substantially change the general character of the post. Any duties and responsibilities outside the general scope of this post will be mutually agreed with the post holder.

OUTLINE TERMS OF EMPLOYMENT

Job title: Project Leader

Duration of contract: This a freelance temporary post initially for one year until December 2022, with the possibility of an extension of the contract, subject to satisfactory performance and availability of funds.

Hours of work: The workload will be irregular but is expected to average 3 days per month. The pattern of work is to be agreed with the line manager, the Executive Director Ann Shadrake. Weekend and evening working may be required.

Salary for the post: Within the range of £150 - £225 per day, depending upon the level of skills and experience of the successful candidate.

Normal place of work: The Friends of the Dales office is in Gargrave. However it is anticipated that this post will be largely home-based, with occasional visits to the office and meetings with local volunteers in the wider area. To be effective, it is expected that the successful applicant will be based in or near Craven District.

Managed by:	Executive Director Ann Shadrake
Support and mentoring by:	Trustee Wilf Fenten
Accountable to:	Capturing the Past project board
Working with:	Capturing the Past project team
	Nancy Stedman, Trustee / volunteer
	Friends of the Dales Trustees and staff
	Volunteers, local history groups and community groups

Commencement of post: Friends of the Dales hope that the selected candidate will be available to start as soon as possible but acknowledge that individual circumstances will have to be taken into account.

Notice period: Subject to successful completion of probationary period, one month notice of termination of employment from either side.

Expenses: A mileage allowance for the necessary use of the post-holder's private car in carrying out their duties will be paid (subject to conditions).

PERSON SPECIFICATION

Qualifications	A degree or formal qualification in an appropriate subject, or substantive appropriate experience	E
	Driving licence and access to a car	D
Experience	Relevant experience in archiving, local history, or similar historic or cultural heritage work	E
	Experience of working with volunteers, local interest and community groups	E
	Proven experience in project management, including budget management, and evaluation	E
	Experience of working in a team and in partnership with other individuals and organisations to achieve shared objectives	D
Knowledge	An understanding of the values and interest of local history and archive material	E
	A working knowledge of the Yorkshire Dales and surrounding areas	D
Competencies	Ability to work on own initiative, well organised with the ability to prioritise workload and to work to deadlines	E
	Ability to communicate clearly and effectively both verbally and in writing	E
	Good interpersonal attributes, with an ability to work with a range of external partners and volunteers of varying levels of skills and commitments	E
	Confident with IT, at ease with using e-mail, word and data processing, and websites, with an ability to use promotional and social media effectively	E
Other requirements	An enthusiasm for local history and an appreciation of its values	E
	Willingness and ability to work flexible hours, including evenings and weekends, if required	E

E: Essential
D: Desirable

RECRUITMENT PROCESS

Friends of the Dales' recruitment and selection process is based on equal opportunities. When completing your application we encourage you to read the Job Description and Person Specification and show how your qualifications, knowledge, experience and personal attributes match the essential and desirable requirements of the post.

Please submit a summary CV (which should not exceed two sides of A4 paper) together with a covering letter setting out why you are interested in the post and details of two referees, by email (marked confidential) to:

nancy.stedman@friendsofthedales.org.uk

Applications by email are preferred. If not possible, then by post to:

f.a.o. Nancy Stedman
Friends of the Dales
Canal Wharf
Eshton Road
Gargrave
North Yorkshire, BD23 3PN

Closing date for receipt of applications is **Friday 15 October**.

Short-listing and interviews

Short-listed candidates will be invited to interview, to enable us to assess each candidate equally, and for you to expand on the information provided in your application. This will also allow us to make a judgement on the extent to which you meet, or exceed, the selection criteria for the post and give you the opportunity to get to know us and ask any questions which you may have. We aim to do this objectively and fairly.

References will only be taken up if you are invited for interview.

If you have not been invited for interview by 22 October please assume that on this occasion you have not been successful.

The interviews will take place on **Monday 25 October** at the Gargrave office or by video conference (Zoom), as appropriate. Further details will be sent to short-listed candidates as soon as possible following notification of being shortlisted.

Candidates who have been interviewed but not selected for the post will be informed of the outcome as soon as possible after the interviews and they may request feedback on their application.