The Reader

Calderstones Heritage Co-ordinator

"My meaning simply is, that whatever I have tried to do in life, I have tried with all my heart to do well; that whatever I have devoted myself to, I have devoted myself to completely; that in great aims and in small, I have always been thoroughly in earnest."

- Charles Dickens, *David Copperfield*

VACANCY REFERENCE CODE: 82/2019
Please quote this code on the application form

- **Reporting to:** Head of Calderstones Programmes
- **Duration:** Permanent
- **Salary:** £17,000 - £22,000 per annum
- **Hours**: 35 hours per week across 5 days on a rota basis Monday to Sunday. The role will include some evening and regular weekend work
- **Annual Leave:** 30 days per year plus bank holidays
- **Based at:** The Reader, Mansion House, Calderstones Park, Liverpool, L18 3JB

Background

At our headquarters, The Reader at Calderstones, we are building the first community of its kind in the UK and indeed, the world – a community built on Shared Reading, a place where everyone can come to find something real to take home at the end of the day. We are looking for an organised, enthusiastic co-ordinator who can share their passion for heritage and literature by developing and delivering a high-quality visitor, community and events programme with Liverpool's newest heritage attraction, with Liverpool's most ancient heritage at its heart in the form of the Calder Stones.

In September 2019, we opened the doors to the Grade II listed Mansion House in Calderstones Park following a £5M refurbishment project. Alongside the Storybarn and the Ice Cream Parlour already open in our courtyard, the restored Mansion House includes a café, reading rooms, shop, yoga studio, office, event space and a purpose-built heritage centre that will bring the stories of the past to life and provide engaging learning opportunities for all.

We are currently running a vibrant and diverse programme of events, with the golden thread of literature running through all our activities, be it a gardening group, a Reader Retreat, or a festival. Heritage is a significant part of this prorgamme with planned activities ranging from visiting primary school groups, to lectures, living history and guided walking tours. All of these will include readings and literature, poetry, fiction and history. Our heritage offer is made possible by a talented and enthusiastic team of volunteers.

This is an incredibly exciting time to join the team. We are ambitious, we like trying new things and we are committed to learning and always improving – if you think this sounds like a place you could contribute and thrive, please apply.

About this Role

Calderstones Mansion House is a beautiful Grade II Listed building in Liverpool's most beautiful park. It includes Liverpool's most ancient monument, the Calder Stones, and is already home to a rich programme of public engagement activities based on literature, heritage, wellbeing and arts, with Shared Reading at its heart.

We have already achieved a lot. Our offer at Calderstones is attracting significant numbers of visitors and we have lots of ideas on how we can continue to develop things further. We now need the right person to join our programmes team to co-ordinate our heritage activities and help us continue to deliver excellent quality programming.

Our priorities for heritage at Calderstones include:

- Ensuring that passion and commitment to heritage is a thread woven through all that we do
- Further develop our offer for Children and Young people
- Build more opportunities for our committed heritage volunteer team to use their skills and talents in engagement and project development
- Reach out and engage with priority communities

Duties will include:

- Great literature is at our heart, so you must be a reader. You will enjoy working in a very fast-paced creative environment and be driven by a keenness to engage with people. You'll need to be able to quickly understand programme ideas that we have already worked up and make sure they are delivered well. But we also want you to come with your own ideas and be able to look ahead.
- You will own and develop the heritage elements of the programme and grow the profile of the offer. You'll manage and respond to enquires from the public, customers or partners in relation to the programme
- You will maintain heritage relationships in the city to support promotion of our work and The Calderstones story as an important Liverpool visitor attraction.
- You'll be responsible for delivering a number of our main programmed events, ensuring quality & excellent experiences – be it for the public, or a group of partners or beneficiaries.
- You'll understand what the key elements of engaging different groups of people from local school children to adults from all walks of life and visitors from abroad and, with the team, contribute to our outreach and engagement objectives.
- You'll be responsible for working with volunteers, specifically those who have expressed an interest in heritage, identifying opportunities for them to contribute to the future activities in the programme.
- You will need to be available to act as a site operations support as required, including on weekends and public holidays.

- You will exemplify the values of The Reader and actively demonstrate the competencies & behaviours of the role as well as undertaking any other duties as reasonably expected.

Key Responsibilities

- Continuing the recruitment and leadership of our heritage volunteer team, as part of the existing structure
- Working with the Head of Facilities & Capital Development, acting as a vocal champion for heritage at Calderstones, promoting the Calder Stones and Calderstones Story internally and externally
- Working with the Programmes Team to develop and update content, and identifying opportunities, for heritage activities including workshops, tours, talks and other engagement activities
- Delivering heritage activities, all sewn together with the golden thread of literature, to the public, including Primary School groups
- Leading the delivery of training to heritage volunteers, and the wider volunteer team, to ensure our team is appropriately equipped to deliver a high level of blended service to all our visitors – it's not so much about knowing about history as being able to read and relate to all our visitors
- Taking responsibility for ensuring The Calderstones Story heritage exhibition is in good condition, and working with colleagues to flag any issues, with an eye on the way the public interact with the Calder Stones and any visible changes in their environment or condition
- Contributing to the work of the wider programmes team when needed, beyond the heritage specific activities
- Working with the evaluation team to ensure that all heritage activities are recorded and evaluated in accordance with existing plans
- Co-ordinating heritage activities with other enterprises and programmes on site to ensure that visitors experience the full range of offers at The Reader Mansion House
- Planning heritage events and activities for the future programme, identifying potential guest speakers and opportunities to attract and engage visitors
- Curating the existing archive of historical information about the site, updating and managing this archive to keep it fresh and accessible to the public.
- Undertaking any other reasonable duties as directed by the Head of Programmes.

Person Specification

Knowledge/ Technical Skills/Experience	• Keen reader, with a wide range of potentially applicable texts in your mental library (D) • Able to demonstrate a personal passion for engaging the public with heritage (D) ideally with strong local knowledge (D) • Able to work closely within a team, including coordinating volunteers (E)

	• Able to demonstrate effective public speaking in an informative and engaging manner (D) • Capable of understanding facts and figures, including the ability to report and monitor (E) • Self-motivated and able to work under minimal supervision (D) • Experience of coordinating and delivering public engagement projects, ideally in a heritage setting (D) • Experience coordinating & delivering public facing events (E) • Experience in working as part of a visitor destination or attraction (D) • Experience of delivering guided tours or guiding in another setting (D) • Experience of delivering work with Primary School aged children (D) • Tour guiding qualification or accreditation (D)
Special Circumstances	• Able to understand the care we have for the mission and work of The Reader and its values (E)

* E = Essential D = Desirable

How to Apply

- Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
- Visit www.thereader.org.uk and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to kateharrison@thereader.org.uk

Deadline for applications: Tuesday 28th January, 9am

- NB: applications arriving after 9am will not be considered
- A high volume of applications may make replies to everyone impossible.

Selection Process: If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.