

Project description: Our 'Generations of Learning' project will focus on capturing, celebrating and sharing the history, heritage and experiences of Cricklewood's diverse immigrant communities. Cricklewood is in the borough of Brent - one of the most diverse areas in the UK with an ethnic minority population of 64% (according to the 2011 Census) - the second highest proportion in England and Wales. It has both established and new communities. Our project will focus on working with Pakistani and Irish immigrant communities.

Job title: Project lead

Accountable to: Ashford Place Chief Executive

Hours of work: 30 hours - office hours with some evening and weekend hours

Salary and leave? £30k inclusive. 28 days annual leave

Key relationships: Community volunteers, Film maker, community organisations, faith groups, schools, Brent Museum and Archives

Purpose of Job: To oversee the delivery of the 'Generations of Learning' project. See detailed role description below.

'Generations of Learning' Project Outcomes

1. Creation of a portable oral, video and digital history of the lives, memories and experiences of local people from immigrant communities. Outcome to be delivered by trained volunteers from the community, and shared with the wider community, particularly young people to increase their understanding of the impact of immigration and to create a more cohesive local community
2. Preservation of local cultural heritage through the creation of a documented archive of history of local immigrant communities including photographs, press cuttings and memorabilia to celebrate the unique heritage of immigrant communities in Cricklewood
3. Delivery of opportunities to celebrate diverse heritage through talks and exhibitions in local schools, community centres, places of worship and other community settings.

Key objectives of the post:

1. **Project Team:** Identify and lead a Project Team to scope project implementation and support project delivery
2. **Volunteers:** Recruit, supervise and support volunteers to ensure an efficient, positive & highly motivated team; and support them in the learning of knowledge and skills relating to this project or by sourcing relevant training to develop these skills e.g. project management, training workshop management, recording and editing skills, relevant aspects of camera, lighting and sound equipment, documentary skills, budget management, meetings management and public relations management
3. **Evaluation:** Agree a project work plan that includes monitoring and evaluation procedures, a process to disseminate findings to partners and stakeholders and to develop an understanding of what worked (and what didn't), to inform future projects and funding bids
4. **Awareness raising:** Create a marketing plan to ensure wide spread maximise awareness, engagement and interaction with the project
5. **Immigrant Communities:** Identify the key Immigrant community leaders and work with them to engage effectively with the Project Team
6. **Sharing:** Create a strategy for engaging and sharing experience and best practice with other similar HLF projects across the county
7. **Project collection:** work with key project partners to enable the delivery of the 'Generations of Learning' collection which will be an exciting and portable new collection of materials for display, presentation and discussion in local venues
8. **Film-maker:** Appoint Film-maker and supervise work on video recording and editing that leads to a top class end product
9. **Exhibition Programme:** work in partnership with Brent Museum and Archives to deliver an exhibition and accompanying events programme to ensure the collection of video, photos and interviews is presented to the wider community offering an enjoyable and stimulating experience and developing an appreciation of the history, heritage and contribution of immigrant communities to Brent.

10. **Online legacy:** Supervise partners and work with the Project Team on the implementation of the project's web page(s) at www.cricklewood.net enabling the development of accessible new web resources explaining, presenting, celebrating and sharing the immigrant experience in Cricklewood
11. **End of project party:** Plan and manage end of project launch for all participants, partners and stakeholders. Agree and handover a project continuation plan with local partners to ensure that the project remains 'live' in the community.

Person Specification:

	Essential	Desirable
Qualifications		
Experience	<p>Project management including performance management, project evaluation and monitoring</p> <p>Leading on a heritage or conservation project</p> <p>Working with a multi-disciplinary team</p> <p>Recruiting, managing and training volunteers</p> <p>Experience working in partnership with other agencies and community stakeholders to achieve effective outcomes</p>	<p>Archival and/or museum collections experience</p> <p>Experience of working with diverse community groups</p> <p>Experience of developing and delivering exhibitions and displays</p>
Knowledge & Skills	<p>Able to work on own initiative & maintain enthusiasm for a high level of contact with clients on a day to day basis</p> <p>Financial management monitoring and reporting in relation to a project</p>	<p>Understanding of best practice in the collection of oral histories</p> <p>Digital and film media methods</p>

	<p>Community engagement and partnership building</p> <p>Event management from inception to delivery</p> <p>Understanding the support needs of volunteers and their development</p> <p>Communications and marketing</p> <p>Excellent communication skills</p> <p>Approachable, adaptable and assertive.</p> <p>Negotiating & influencing</p> <p>Able to work under pressure and manage time to meet deadlines</p> <p>Ability to work across organizational boundaries and at all levels</p> <p>Team working & co-operation</p> <p>Skilled in all Microsoft IT applications</p>	
Personal Qualities	<p>Effective communication</p> <p>Attentive to detail</p>	<p>Interest in local heritage</p>
Ability to meet job circumstances/Other	<p>Key Working Relationships</p> <ul style="list-style-type: none"> • Project Team • BAME,schools and faith communities • HLF staff • Brent Museum & Archives 	

	<ul style="list-style-type: none">• Wider service user representation	
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This post and project is supported by the Heritage Lottery Fund.