

# The Landmark Trust



## JOB DESCRIPTION

Post title	Site Co-ordinator
Reporting to	Engagement Manager
Staff reporting into this post	None
Liases with	Regional Manager
Hours	910 hours per annum (referred to as annualized hours), an average of 17 hrs per week
Location	Llwyn Celyn and from your home address with occasional local travel
Date of document	July 2018

### Summary of Role

The Site and Access Co-ordinator will be responsible for developing and encouraging public access and use of the facilities known as the Threshing Barn, Bunkhouse and the Interpretation Barn. Your role will include time spent on site preparing the facilities for visiting groups, checking equipment, materials and resources and helping to plan and deliver open days and exhibitions. Off-site you will be required to deal with bookings and enquiries, as well as managing existing partnerships with local organisations and fostering new ones. You will also help to organise local volunteers who will help to support group visits and run open days.

You will be the first point of contact for users of the community facilities and be responsible for dealing with any issues that occur.

In this role, you will be working closely with the regional staff – our Regional Property Manager, Property Assistant and Housekeepers who are responsible for the day-to-day running of our buildings and Head Office staff in the Engagement Department who organize volunteers, open days and open day activities.

### Main duties and responsibilities

Promote the Threshing Barn, Bunkhouse and Interpretation Barn to local groups – with the aim of raising its profile, making links with local festivals, organisations and events and encouraging visits and bookings by local groups.

Work with the Regional Property Manager and Property Assistant to organise and staff public open days including distribution of marketing material, local interviews, and being the point of contact on site for freelance demonstrators and facilitators.

Help with the organisation and recruitment of volunteers, using standard Landmark Trust policies and IT databases to recruit, insure and safe guard the welfare of all volunteer workers.

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Be the main contact for bookings for the Threshing Barn and Bunkhouse utilising proforma, booking sheets linked to Head Office systems.

Be the key holder for the Threshing Barn and Bunkhouse, and make entry and exit checks, before and after all users.

Be the key holder for the Interpretation Barn locking and unlocking the building according to seasonal daylight hours.

Set up the indoor and outdoor classroom/workshop areas in Threshing Barn for visiting groups.

Check the Threshing Barn and Bunk Barn post-use and do any general tidying up and putting away of equipment, checking it is in good working order.

Do a weekly and monthly check of the Interpretation Barn, Threshing Barn and Bunkhouse to ensure that equipment is in working order and reporting any maintenance issues.

Oversee the setting up of any temporary exhibitions in Threshing Barn or Interpretation barn.

Engage with local community groups to promote Landmark facilities.

Attend local events as Landmark's representative and foster working relationships with other contributors

Deal with all issues relating to users of the community facilities

Responsible for visitor safety, ensuring Risk Assessments for users of the community facilities and visitors to Open Days, are reviewed and maintained.

To liaise with the Landmark Marketing Team to ensure that we maximise opportunities

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## Person Specification

Requirement	Essential	Desirable
<b>Education, training and qualifications</b>	A 'levels or equivalent qualification	Degree or equivalent qualification
<b>Experience and knowledge</b>	Administration or office experience	Experience of working in a charity or visitor services
	Good local knowledge and awareness of geographical area	Previous experience of working with children or young people.
	Experience of organising small events	Experience of working with volunteers
<b>Skills and abilities</b>	Ability to communicate with a variety of audiences effectively both verbally and in writing, and in both formal and informal situations.	Good negotiation skills
	IT literate and proficient in MS Office, including Word, Excel, Internet and Email	Experience of designing promotional material
	Methodical and organised approach to tasks. Ability to plan and prioritise.	
	Able to lift and carry tables and chairs and other equipment designed to be managed by a single person.	Knowledge of traditional building materials, crafts, tools and equipment
	Able to perform basic housekeeping duties to ensure that rooms and areas are kept tidy in between cleans.	
<b>Personal attributes</b>	Knowledge or interest in architecture, history and agriculture	
	Enthusiastic, pro-active approach.	
	Responsive, self-motivated and inquisitive.	

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Requirement	Essential	Desirable
	Inclusive, participative style	
	Able to work alone and as part of a team.	
	Comfortable with change and with a willingness to learn. Flexible approach.	
<b>Other special requirements Travel, hours worked, languages</b>	Full driving license and confident using it	Welsh speaking
	Willingness to work weekends as and when required.	

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## TERMS OF EMPLOYMENT

### **CONTRACT DURATION**

This is a part-time fixed term position for two years based on an average of 17 hours work per week. You will be required to complete a time sheet.

### **LOCATION**

This position is home-based and will involve attendance at our buildings at Llwyn Celyn, Cwmyoy.

### **SALARY**

£9,216 per annum based on 17 hours work per week.

### **WORKING HOURS**

Variable hours averaging 17 hours per week. There may be some evening or weekend work required.

### **HOLIDAYS**

The holiday entitlement is 28 days per annum including bank holidays.

### **SICK PAY**

You will be paid Statutory Sick Pay entitlement. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

### **PENSION SCHEME**

Providing you meet the requirements, you will be auto-enrolled into Landmark's pension scheme.

### **NOTICE**

The appointment is subject to satisfactory completion of an initial three months probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of one month's notice in writing on either side applies after the end of the probationary period.

### **HEALTH & SAFETY**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

### **CONTRACT**

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.