

November 2018

Dear Applicant,

Thank you for your interest in the post of Preserving our Shared Heritage (POSH) Project Lead. Please find enclosed a Recruitment Pack, which contains:

- Job Description and Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- METRO's Equal Opportunities Policy Statement (separately attached)

Please note that CVs will not be considered as part of your application, we will be short-listing from fully filled out application forms only.

The completed application form together with the Monitoring Form should be sent to arrive by no later than **9:00am on Wednesday 5th December**, either:

- By post or hand to Human Resources Manager, METRO, 1st Floor Equitable House, 7 General Gordon Square, London SE18 6FH
- OR by email to recruitment@metrocharity.org.uk If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size.

Interviews will take place on **Thursday 13 December**

For further information regarding this post please contact Greg Ussher, CEO via email at greg@metrocharity.org.uk

We look forward to hearing from you.

Best wishes,



Dr Greg Ussher, Chief Executive Officer



Preserving our Shared Heritage (POSH) Project Lead One Year Contract

TITLE: POSH Project Lead

HOURS: 21 per week

SALARY: £31,146 pa pro rata

ACCOUNTABLE TO: CEO

EMPLOYED BY AND BASED AT: METRO Offices, in particular METRO's Woolwich Head Office, with extensive travel across Royal Borough of Greenwich.

Role Summary:

Preserving our Shared Heritage (POSH) is a Heritage Lottery Fund funded project that will celebrate LGBT history in Greenwich, and beyond.

Since 1984, METRO Charity has represented, grown and worked with the LGBT community in Greenwich and Southeast London. Our relationship began in the first stages of the HIV epidemic and has matured to see many momentous developments in both the LGBT community and society in general. Social and governmental response to HIV, the development of antiretroviral drugs, the partnership of LGBT and African communities, and growing acceptance of LGBT people have all informed METRO's interaction with the community it serves. In particular, METRO has worked closely with working class LGBT people and those experiencing health and other inequalities, voices that often go unheard in histories of LGBT people and the HIV epidemic.

The POSH Project Lead will archive METRO's extensive document collection and work alongside professional experts to train staff to manage it, record and preserve living histories of former and current service users and community members, and work with volunteers and local organisations to celebrate Greenwich and the surrounding area's distinct LGBT community and history.

The project will culminate in a celebratory event and exhibition to mark METRO's moving into new premises in the centre of the borough and the development of a legacy POSH webpage to preserve the exhibition permanently.

Key Objectives and Accountabilities:

DUTIES

1. Work with CEO and Senior Team to implement project plan.
2. Recruit POSH steering group from interested community members and service users.
3. Recruit and work alongside archivist to turn METRO historical materials into archive standard collection.
4. Recruit members of local LGBT community to share oral histories
5. Source professional support for necessary for project – filming, archiving
6. Record oral histories, with professional support
7. Plan project-end exhibition/celebration
8. Build legacy exhibition/project webpage, with professional support
9. Recruit volunteers from METRO service users, especially young people, and community members to take part in POSH, helping to archive, record oral histories, plan exhibition, build webpage.
10. Work with broader staff team to encourage involvement in POSH
11. Engage local community to engender interest in and support of POSH
12. With freelance archivist run training days for staff and volunteers.
13. With Oral History Society, run training days for staff and volunteers.
14. Produce detailed assessment and final report of POSH.
15. Be main contact point with Heritage Lottery Fund and keep them advised of all aspects of project

OTHER DUTIES

1. Attend team meetings and regular supervision and to undertake appropriate training as agreed.
2. Any other duties as may be reasonably required and negotiated with the CEO.
3. Adhere to METRO policies and procedure at all times.
4. Ensure sensitive and confidential recording of information in accordance with the Data Protection Act and METRO's Information Governance Policies.

Person Specification

Qualifications and experience	Knowledge, skills and abilities	Essential or desirable	Application form, interview or both
Experience working on heritage projects		Essential	Application Form
Experience in managing time-limited projects		Essential	Application Form
Educated to degree level in a relevant field.		Essential	Application Form
	Knowledge of LGBT issues and history	Essential	Application Form and interview
	Excellent relationship building skills, particularly within the context of partnerships and varied communities.	Essential	Interview
	Superlative communication skills, both verbal and written.	Essential	Interview
	Highly self-motivated – ability to work alone and set own time-limited goals	Essential	Interview
	Excellent computer skills, including the ability to build and manipulate webpages	Desirable	Application
Experience delivering media based projects		Desirable	Application
	Skills to manipulate various forms of media – including video, social media etc.	Desirable	Application