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Until 2022



11 October 2020

Dear Applicant

Thank you for your interest in our BAME Histories and Heritage Freelancer opportunity

In this pack you will find:

- Project Description
- Person Specification

On our website you will find:

- Monitoring Form
- Our Equal Opportunities Policy Statement

Please send your CV and covering letter highlighting:

- a. Your experiencing in working with BAME communities to capture histories, ideally around community organisations and groups
- b. Your knowledge around BAME communities' heritage in London and the UK

We will consider applications as they are submitted, by email to [mark.delacour@metrocharity.org.uk](mailto:mark.delacour@metrocharity.org.uk). Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place as your earliest convenience.

For further information regarding this post please contact **Mark Delacour** on 07801 708468 or by email [mark.delacour@metrocharity.org.uk](mailto:mark.delacour@metrocharity.org.uk).

We look forward to hearing from you.

Best wishes

Dr Greg Ussher, CEO

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**METRO Gillingham**  
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Parkwood, Rainham  
Gillingham  
Kent  
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**METRO GAD**  
The Forum at Greenwich  
Trafalgar Road  
London  
SE10 9EQ

**METRO Surrey**  
Flat 1-3  
The Old Bakery  
South Road  
Reigate, Surrey  
RH2 7LB

# Project description

## Key details

<b>Role</b>	BAME Histories and Heritage Freelancer
<b>Employment status</b>	Self-employed freelancer
<b>Duration</b>	Approximately 10 days of project work, ideally concluding by 31 <sup>st</sup> October
<b>Budget</b>	£2,000 project fee
<b>Hours</b>	Flexible hours in line with the needs of the community groups you are working with – this may include evening and weekend work.
<b>Project manager</b>	Director of External Affairs
<b>Contracted by</b>	METRO Charity (The Metro Centre Ltd)
<b>Location</b>	You will be working with groups based in the Royal Borough of Greenwich. Though we expect that you will carry out interviews and research online and write up the histories and heritages from home.

## Role outline

Work with up to four BAME-led community groups or organisations from the METRO GAVS Membership to explore and document both the history of the group or organisation, and the heritage with which they are connected.

### Programme

This work forms a part of our Black History Month celebrations.

## Main tasks

1. Work with the Director of External Affairs and members of the METRO GAVS team to identify Members suited to the project.
2. Engage up to four METRO GAVS Members in the project.
3. Work with those organisations and groups to explore and document their history – including why they were formed, how they were formed and when, the people involved and the activities they have engaged in and run.
4. Work with those organisations and groups to explore and document their heritage – the issues behind their formation, the communities they serve, their cultural and societal context.
5. Draft copy for a set of online case studies for these Members, to be shared on the METRO website and beyond as part of our Black History Month celebrations.

## Other duties

1. Adhere to METRO policies and procedure at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance Policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by the Manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

# Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Experience in working with BAME-led organisations and groups.		Essential	Both
	Skilled at supporting community members in sharing their experiences.	Essential	Both
Experience of capturing case studies.		Essential	Application
	Skilled at writing factually correct and engaging copy.	Essential	Application
Knowledge of BAME culture, heritage and histories in a UK, but also global content.		Essential	Both
Demonstrable experience as a historian.		Essential	Both
Degree or equivalent in a relevant subject or discipline.		Desirable	Application