

# **ST JOHNS ORGAN RESTORATION JOB DESCRIPTION**

**POST TITLE: Project Coordinator**

**FEE: £20,000 - £25,000 over 9 months with a possibility to extend**

## **REPORTS TO:**

**St Johns Organ Steering group or an organ committee member authorised by the chair, Sola Ogun.**

## **BACKGROUND AND INTRODUCTION**

St John's church Deptford contains an historic grade II\* listed J J Binns Organ. It is recognised/listed on the National Pipe Organ Register as "of importance to the national heritage" and "deserving of careful preservation for the benefit of future generations" (BIOS certificate).

The project coordinator post is linked to the specific project of restoring this grade II\* listed Organ. St. John's Church is within the Anglican diocese of Southwark in South East London. An Organ Steering Group makes decisions about the project and operates as the project board. They work with the Organ committee, PCC, Vicar, and the Diocesan Organ advisor, as well as the National Lottery Heritage Fund who are the principal funder of the project.

The Organ Steering Group is committed to restoring the organ so that it is more widely used, played and appreciated as the tremendous heritage asset that it is. This will be primarily achieved by promoting it as an educational resource, a fantastic piece of heritage and culture and a point of focus for local musical concerts and recitals.

St John's area is a young, diverse, multi-ethnic community in one of the 35% most deprived areas in England, just near the Brockley and Deptford boundary. This project will provide opportunities for local people to connect, volunteer, learn skills and participate in heritage and community music making. There will be a particular focus on groups underrepresented in heritage participation: children, young people, and young adults, those from black and ethnic minority backgrounds, asylum seekers and refugees, and those on low incomes.

The central element of capital work will be carried out by a firm of accredited historic organ builders, whose work will provide a platform for training and be publicly observable through hard hat tours. Working with a range of experts and local organisations, a structured

activity programme will include community workshops; educational activities for school children and HE/FE students to learn about organs, organ music, organ technology and engineering; an oral history project with church/community members; a new on-site exhibition enabling tourists and the local community to engage with the story of Binns, organs and their unique role in our cultural and musical heritage; establish an intergenerational community choir(s) alongside free concerts for local families and the community; enhancing two green wildlife spaces in/around the church. Capital work and activities will be documented on film, available on-site and at a dedicated website. Upon completion, the organ will be comprehensively recorded and made into a publicly available 'digital virtual pipe organ'.

Apprenticeships (in organ restoration and project management) and volunteering opportunities (in oral history, visitor engagement, educational activities, concerts/event delivery and enhancement of green wildlife spaces), will boost engagement with heritage, support wellbeing, build skills and employability.

St John's is close to three tertiary education institutions - Lewisham College, Goldsmiths University and Trinity Laban conservatoire - all with music departments. When in better condition, our organ was a vital practice instrument for at least 30 local soloists and ensembles. Goldsmiths have already indicated a willingness to work with us.

Two local community associations, Brockley Society and St John's Society have both indicated support for our project; we will work with the latter on enhancing wildlife green spaces in the St John's community garden.

An activity plan is required, which would involve the formulation of a set of activities around the organ, emphasising its heritage, its musical qualities and its social and environmental importance. In the Delivery phase, a Project manager will manage the restoration of the organ and deliver the programme of events to celebrate the restoration of the Organ and its enduring legacy as a heritage asset to be used and enjoyed by both the worship and wider community.

## **PROJECT Coordinator TASKS**

The role will involve working closely with St John's church Deptford. The primary objective is to deliver the Development Phase of the Project 'Restore the Binns: organ restoration at St John's, Deptford' to a high standard.

The successful candidate will maintain a close overview of the project plan for the Development Phase, its programme, the risk register, and the budget, acting as a point of contact, organising, attending and participating in project and stakeholder meetings. They are also expected to lead the Mid-Development Phase Review and compile NLHF Development Phase final report and evaluation, and the Round 2 funding application.

The role will work in close collaboration with other consultants and maintain an overview of the work delivered by volunteers.'

The role is envisaged to last nine months up to submission of a delivery phase funding application. There will then be a break whilst that application is considered by NLHF. Your task is to use the NLHF development grant to ensure a further grant is received. In the event that the application is successful, the delivery phase will need to be managed, which we envisage lasting a further year to successfully carry out the restoration.

In the first month of the role, you will be expected to refine the budget, create the project's cashflow, revise the project plan and organise procuring for another three roles, namely an Activity Planner, an Evaluator, and a Fundraiser. These four documents will need to be submitted to NLHF.

### **PRINCIPAL ACCOUNTABILITIES**

- 1. To lead and coordinate project planning, working within a budget agreed with the Steering Group, and to complete project milestone reports for submission to the NLHF, including activity planning (Development phase).**
- 2. To lead on the Development Phase Review and coordinate supporting documents.**
- 3. To work with selected consultants and community stakeholders to ensure development and delivery of project.**
- 4. To build a wider audience for the project by creating partnerships with educational institutions, local historical societies and music groups beyond the church.**

### **Terms of engagement**

You are invited to submit a tender to provide project management services. You will not be an employee of the Church or the Organ Steering group.

At this stage your tender should be for a nine month period inclusive of VAT. Payment for services will be on a monthly basis on the production of invoices, with 20% of the total cost paid when the delivery phase application is submitted to NLHF.

Project management services will be potentially severable on one month's notice.

It is anticipated that the initial development phase will require nine months work.

Your tender should set out which elements you will provide yourself and which you intend to be carried out by other people. If you can provide services such as activity planning directly, fundraising and evaluation please itemise the cost of these in addition to project co-ordination.

You can work remotely, but part of the work will involve meeting the community around St Johns which we require to be done face to face. The extent of remote working would be agreed.

## **Break Clause**

There are two phases of work. A development phase in which you will plan and put together a variety of activities and media to promote and celebrate the Organ. This will be followed by the delivery phase in which the restoration and much of the activity takes place. There will be a gap between the development phase and the delivery phase. This in the main will be when the Lottery fund consider the approval of the development phase. It is therefore likely that there will be a break in work for 3-4 months whilst the Delivery phase plan is reviewed.

The ability to work with and co-ordinate a variety of people will be necessary.

For additional information or any questions, please contact: The steering Committee by email: [stjohnsorganfund@gmail.com](mailto:stjohnsorganfund@gmail.com)

# CONSULTANT SPECIFICATION

The consultant specification is a picture of skills, knowledge and experience required to carry out the job.

	<b>Essential (E)</b>	<b>How assessed (S/ I/ T)</b>
<b>Knowledge, including educational qualifications:</b>		
Qualifications that demonstrate good literacy, numeracy and communication skills as well as some qualification in project management.	E	S
<b>Experience:</b>		
Demonstrate experience of being able to self-manage and work independently to achieve a set of goals within a set time and budget.	E	S/I
Demonstrate an ability to communicate with and involve a diverse and varied groups of people in one project.	E	S/I
Demonstrate experience in developing and maintaining project plans and risk registers.	E	S/I
Demonstrate experience in managing project expenditure in a methodical manner spending money carefully to achieve specific milestones.	E	S/I
Demonstrate familiarity with Heritage Fund processes.	D	S/I
<b>Aptitudes, Skills &amp; Competencies:</b>		
<b>Written communication</b> Produces engaging content that can be varied to engage more than one target group. Presents ideas in a well-structured format and in a manner appropriate to the context and the audience. Able to make fully justified recommendations.	E	S/I/T
<b>IT Skills</b> Demonstrates an ability to work with various forms of media to create engaging and accessible content. Can communicate information about the project and the Organ in an informative and entertaining manner.	E	S/I/T
<b>Organisation</b> Can self-motivate and manage oneself to methodically and promptly complete tasks, goals and milestones to develop the project. Responds positively to input from the Organ Steering Group and other partner organisations, whilst bringing originality	E	S/I

and own thinking to the job.		
Interpersonal Skills	E	S/I
Ability to foster teamwork and promote a positive working environment.	E	S/I
<b>Special Conditions of Recruitment:</b>		

**Key:**        **E**     Essential                    **S**     Shortlisting criteria  
   **I**     Evaluated at interview  
   **T**     Subject to test

**D Desirable**