



Marketing & Project Coordinator, 60%

Start Date: April 2018

Contract: Fixed term contract until end of November 2018, with possibility for extension

Salary: £24,000 - £26,000 pro rata

Hours: Mon - Fri, some evening / weekend work may be required

Holiday: 25 days pro rata and statutory public holidays

Reports to: Programme Director

Works with: Content Producers, Service Designer, Public Engagement Coordinator

Place of Work: Historypin, London

About Us

Launched in 2011, Historypin (historypin.org) is a social enterprise that supports communities in sharing and exploring local history online and making connections in their neighbourhoods to increase local social capital. To date, 65,000 people and 3,000 libraries, archives and museums have shared over 400,000 memories which are explored by people worldwide.

About the Project

King's Cross Story Palace aims to create a community-led history of the area over the past 100 years - through a programme of activities, public events, exhibitions and printed materials. The project is funded by the Heritage Lottery Fund and led by Historypin in partnership with the Building Exploratory with 30+ local organisations, institutions and groups participating.

About the Role

The Marketing & Project Coordinator will be based at the Historypin office and will support the work of the King's Cross Story Palace project team. The person will be responsible for administration, event coordination, database management, communications and facilitating contact with the project team, local partners and volunteers.

Once the project ends in November, there is a strong possibility for this role to extend into marketing, events and sales coordination for Historypin overall. Specifically focusing on our storytelling methodology and product, Storybox.

Roles and Responsibilities

Administration

- Manage and maintenance of the project's internal workflow and comms
- Support and guide a pool of ca. 3-5 dedicated admin volunteers

- Coordinate project administration including meetings notes, reporting, event documentation and participant feedback
- Basic financial management including processing expenses and invoices
- Assist in the delivery of the project evaluation framework including gathering participant feedback, event surveys and supporting the delivery of focus groups

Events

- Support the delivery of project related public activity including a large scale exhibition and a series of smaller pop-up exhibitions
- Coordinate and support the delivery of workshops and events at external venues and our presence at external community events such as festivals, fairs and conferences
- Coordinate the logistics for workshops, events and exhibitions including set-up, delivery and clear down

Marketing & Comms

- Manage and maintain the project website (www.storypalace.org), blog and social media channels including developing content and scheduling postings with team input
- Assist with the production of marketing materials for project events and exhibitions including printing of posters, flyers and other advertisement
- Managing and maintaining a CRM and relationship pipeline including entering contact details and feedback data
- Making and managing initial contact with potential new partners and customers to arrange product demonstrations
- Conducting product demonstrations with potential partners and customers

Historypin and Project Team

- General office management tasks including booking meeting rooms, ordering equipment and materials and answering queries
- Contribute to Historypin and project team meetings
- Establish and maintain effective communication with team colleagues
- Investigate and resolve project related queries
- Any other appropriate duties requested by the Programme Director

Person Specification

Essential Skills & Experience

- Minimum of three years relevant work or volunteer experience
- Educated to degree level or equivalent
- A flexible, can-do attitude
- Ability to work well within a team
- Confidence in engaging with the public and volunteers
- Excellent verbal and written communication skills
- Experience of creating and managing social media content
- Experience of updating websites and writing blog posts
- Experience managing a CRM database and data entry process
- Experience coordinating events
- Competency with Google Drive, Google Analytics

Desirable Skills & Experience

- An enthusiasm and knowledge for heritage and London history
- Experience of working or volunteering with young people, older people, community groups or in a heritage or education setting



LOTTERY FUNDED

To apply please email a CV and covering letter detailing your suitability for the role against the Person Specification to recruitment@historypin.org.

NO AGENCIES PLEASE.

Application Deadline: 9:00 am Monday 19th March 2018

Interview Dates: 26th/27th March 2018