



Programme Administrator

Introduction/Background to the Role

The Common Room of the Great North Limited (CRGN) is a new limited company and registered charity, created to take forward the restoration and redevelopment of its Grade 2* listed 19th Century building, Neville Hall in Westgate Road, Newcastle upon Tyne (known to many simply as ‘the Mining Institute’) and to preserve its internationally important collection and archive and make it available to a wider audience through a programme of digitisation.

CRGN has been successful in securing approval for funding from the Heritage Lottery Fund, the North East Local Enterprise Partnership and several Trusts, Foundations and individual donors, enabling it to proceed to develop and restore the Mining Institute building.

The £7.1 million development project will deliver

- From September 2020 a fully accessible, restored building with climate-controlled spaces for archives and collections and a library facility for its users, education spaces for learning and conference and meeting spaces for commercial, educational and community hire.
- On-line worldwide access to the collection and archive, piloted from 2019 and fully completed by 2022.
- A catering and bar infrastructure to serve the public and produce the commercial income to cover overheads and produce surpluses to underwrite an ongoing education and engagement programme in the building and in the region.
- A heritage interpretation programme which enables the public to understand and celebrate the heritage.
- An “On the Road” engagement and education programme when the building is closed for restoration 2019-2020 and thereafter in strategic areas of educational and social deprivation across the North East.
- A celebratory Festival in 2022, commemorating the 150th anniversary of the building’s completion in 1872 and the 175th anniversary of the Institute’s foundation in 1856.

The Common Room will be ‘a celebration of graft and glory; telling the stories of the North East that changed the world, then and now’ by...



- Revitalising our Grade 2* Listed building and making a step change in the access and interpretation of our internationally recognised archive of the Industrial Revolution we will provide the space, and inspiration, for new collaborations and innovations.
- Instilling pride, ownership and understanding to support the North East economy...
- Using our unique heritage to inspire the next generation of innovators and engineers...
- Engaging with the business community, the Common Room programme will deliver this, providing education and enrichment for young people, promoting skills development for the region's workforce and engaging the public with the heritage.

Further details of the Common Room, the Mining Institute and the project can be found on our website - www.thecommonroom.org.uk (currently under construction) and www.mininginstitute.org.uk



Job Description

Role	Programme Administrator
Salary	£20,000 - £23,000 depending on skills and experience
Duration	Full-time, Fixed Term Contract (15 months), with possible extension beyond this subject to funding. We are open to flexible working arrangements.
Reports to	Engagement Manager
Location	NE Futures UTC, Stephenson Square, Newcastle until Summer 2020. Then Neville Hall, Westgate Road, Newcastle

Job summary and purpose

This role will underpin the delivery of all of our National Lottery Heritage Funded Activity Plan, it will also play a role in supporting our future programme development. Whilst much of the work will be office based we need someone who's ready to roll up their sleeves and get involved in our outreach activity, enjoys meeting new people and is flexible and adaptable to support our business needs. We need someone who enjoys having their finger on the pulse of everything that's going on, is super organised, willing to learn and happy to help.

Main Responsibilities/Activities

- To work in support of the Engagement Manager to deliver our National Lottery Heritage Funded Activity Plan.
- To be responsible for the administration of Activity Plan projects within agreed budgets and resources.
- To develop budgets and monitor and report on financial matters associated with the programme.
- To be responsible for the collection of data, participant feedback and outcomes from the Activity Plan working with the team to evaluate feedback and plan future activity.
- To work with the Engagement Manager and Chief Executive to organise and programme the process of ongoing partner and stakeholder consultation and engagement to support our ongoing programme of activities.
- To undertake cultural, scientific, engineering, environmental, heritage, educational, audience and societal research to inform the development of the Activity Plan and ongoing programming
- To minute and record appropriate meetings as directed.



- To edit, draft and format any relevant funding bids and supporting documents
- To undertake additional duties as may reasonably be expected

All staff/freelance contractors are expected to

- Positively support equality of opportunity and equity of treatment of colleagues in accordance with the Diversity Policy/statement
- Help maintain a safe working environment by attending training in Health and Safety requirements as necessary and following local safe working practices and the Health and Safety Policy

This position will be involved in educational services and activities for young people. The successful candidate will be required to undertake an advanced DBS check before being able to commence work.



Person Specification

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

Communication and customer service skills	Experience of working with the public and, more formally, with stakeholders. Demonstrate a high level of literacy in the English language with excellent skills in writing.
Organisational skills	Extremely well organised, with great attention to detail, and an ability to coordinate, timetable and balance a broad range of priorities and projects
Research Skills and Knowledge	Demonstrate skills in research through academic achievement or similar practical experience in undertaking research in at least one specific sector or area of activity such as heritage, culture, science, technology, environment, education, economic or social development. Knowledge of the North East of England
IT skills	Excellent IT skills, including experience of the use of spreadsheet, word processing and document editing and presentation software.
Administration skills and experience	Formal administrative experience over at least 18 months. Experience which involves the planning and delivery of activity in the Heritage and Cultural sector including events, education work, conferences, training or festivals.
Financial	Experience of working within and monitoring budgets. Experience of developing and using project budgets.
Qualifications / training	A first degree with relevance to cultural, scientific, engineering, environmental, economic, heritage, educational or societal issues.
Personal Attributes	A commitment to the future of the North East of England. The ability to work on your own, as well as part of a team.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

Please note, an induction programme and on-going development and training or mentoring will be offered, but the ideal candidate will have some of the following desirable skills, knowledge / experience.

Events administration	Knowledge of the needs of speakers, partners and participants in public lectures, conferences and events.
Activity Planning for Heritage	Experience of contributing to or undertaking the production of or delivery of Activity Plans for Heritage Projects and HLF applications or similar cultural and heritage experience.

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Charity no: 1175946 Company no: 10609517 VAT Registration number: 264569274



Evaluation	Experience of constructing evaluations / feedback forms, or of working with evaluation data to present it in a clear format
Driving license	A current driving license
Availability	Ideally candidates will be available to start as soon as possible after the interview and no later than the 31 st July 2019.

Appointment timetable

From 4 th June 2019	- Advertisements for Post Published
Friday 21 st June 2019	- Applications close 12 noon
2 nd July 2019	- Interviews in Newcastle
w/c 8 th July	- Formal offer of employment issued

Information for applicants

- Applications by email to Melissa Forster, Events and Operations Coordinator
Melissa.Forster@thecommonroom.org.uk
- Applications must include:
 - an up to date curriculum vitae,
 - the contact details (email and phone) of two referees one of whom should be your last or current employer
 - a letter of motivation stating why you are applying for the post and how your experience, knowledge and skills addresses the Job and Person specification for the post.
- Please indicate your availability to start the contract on or before 31st July 2019
- Please indicate your availability for interview on the day indicated below
 - **Interview Date 2nd July in Newcastle**