



紐咸華人協會

Newham Chinese Association
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Newham Chinese Association (NCA)

Project: Malaysian Angels of the NHS - Heritage Project

Job Description:

JOB TITLE: Project Co-ordinator for 12-15 Months

REPORTS TO: NCA Management Committee

RESPONSIBLE FOR: Volunteers

This post is funded by The National Heritage Lottery Fund.

Salary: £15,000 including Outer London Weighting

Hours: 2.5 days per week

- flexible working. Some working from home will be acceptable but must be available for workshops

Purpose of post:

To work on an Oral History and Community Heritage Project and support Volunteer Engagement and training, recording and documenting the history of Malaysian Nurses who worked in the NHS from 1950's onwards, and explore their contribution to the NHS and the establishment of the Malaysian Association in East London.

To support and coordinate the project, including intergenerational working, to work with partners and community groups and/or individuals. To ensure all oral history and photographs, video collected are archived to appropriate standards and for the benefit of all communities, researchers and the general public. To support volunteers and colleagues in documenting and preserving the people's history of Malaysian Nurses and from East London.

Main responsibilities

- To recruit and manage volunteers for the project
- To recruit interviewees for the project
- To organise trainings sessions with partners for the volunteers & staff
- To work with project partners and external trainers

- To help set up interviews and run engagement events
- To support volunteers to gain skills in interviewing participants using oral history and reminiscence techniques
- To organise Reminiscence sessions for the project
- To support and organise training session for volunteers, on oral history recording, sound editing, website content design, research and designing a bilingual exhibition and booklet
- To ensure oral histories recorded are transcribed correctly and on time
- To ensure all materials produced for Exhibition and production of booklet are translated accurately into Traditional and Simplified Chinese, and on time
- To co-ordinate and set up touring Exhibitions and theatre performances at various venues
- To support the production of a Playback theatre event with True Heart Theatre, a video, an exhibition website and bilingual booklet, co designed with the Malaysian / Chinese Lunch Club (MCLC) and participants and volunteers from NCA, and partner agencies
- To ensure all partner agencies meet relevant deadlines throughout the project and problem solve timely and effectively
- To organise community events and activities
- To produce and manage the publicity of the whole project, in line with Funder's guidelines
- To set up a Steering Group and coordinate/ record regular meetings
- To ensure project and all partners meet project timeline, outputs and outcomes agreed with funder
- To undertake formative and summative monitoring and evaluation of project, progress towards outputs and outcomes identified in the project
- To coordinate meetings, produce regular progress reports, including monitoring statistics for evaluation
- To produce regular evaluation reports to the funder throughout the project
- To manage the budget of the project, working in partnership with Management Committee, and partner agencies, ensuring all returns/ receipts are kept
- To provide good management and finance management, ensure budget is spent on agreed purposes of the project, on time
- To identify and manage risks, including Project, financial and fraud risks, correctly accounting for spending and budget
- To attend and record relevant meetings and support/ supervision sessions
- To ensure efficient and timely communications with all our funders, participants, management committees, volunteers, partners, statutory and voluntary agencies and the communities
- To ensure all relevant materials from oral history recording, exhibitions, booklet, theatre performances, video recording of the making of the show/ performances, etc., are all archived accordingly
- To ensure high quality acknowledgement on site, online and in all activities and take opportunities to thank The National Lottery players throughout project delivery
- To work evenings and weekends in response to local needs

- To be familiar with and implement the organisations Equal Opportunities, Safeguarding, Health & Safety and Data Protection policies

Essential Person Specification:

- Experience of working on a community engagement and, or, heritage project
- Experience of working with volunteers in a variety of settings on heritage and engagement projects
- Must have lived, worked and/ or, have knowledge with Chinese, East, South East Asian communities in Newham
- Good communication skills, both written and verbal
- Good project management and co-ordination skills
- Good budget and finance management skills
- Good report writing skills
- Good experience in bilingual publicity and marketing
- Good experience with monitoring and evaluation of projects
- Good experience in working with multiple partners/ agencies
- To be fluent in both written and spoken Cantonese and or Mandarin
- Experience of recruiting and supervising volunteers
- Ability to work on own initiative and as part of a team
- An interest in public history
- An undertaking and commitment to working creatively to promote equal opportunities.
- Experience of working with community groups/ organisations
- Demonstrable networking skills
- Experience of producing publications/ exhibitions/ booklets and organising events
- IT and social media skills
- Ability to multi-tasks, meeting project deadlines

Desirable:

- Knowledge of twentieth century British history
- Knowledge of heritage, reminiscing
- Understanding of the voluntary sector
- Knowledge of historical methodology
- An understanding of contemporary multimedia technology