

Role Description:

Industrial Heritage Network (IHN) Co-ordinator; or Network Co-ordinator

▪ Context

Industrial Heritage Networks (IHNs) are regional, umbrella organisations which provide a platform for free peer to peer support for industrial heritage sites and organisations. More information is available on the IHNs website: <https://industrialheritagenetworks.com/>

IHNs are supported by the **Industrial Heritage Support Officer (IHSO)**, whose post is funded by Historic England, managed by the Ironbridge Gorge Museum Trust, and supported by the Association for Industrial Archaeology and the Association of Independent Museums.

The goal is for the IHNs to become **self-sufficient and not dependant on external funding**. This is crucial for ensuring they are sustainable and continue to operate. Members manage each network and are responsible for its operations with the support from the IHSO.

The IHN Co-ordinators are volunteer roles aiming to provide a professional development opportunity for staff and volunteers across the industrial heritage sector.

Co-ordinators will be trained, and line managed by the IHSO.

The key aim of the IHN Co-ordinator roles is to help address the skills shortage across the sector.

▪ Purpose of the role.

- ❖ To support regional Industrial Heritage Network operations.
- ❖ To provide a member of staff, or a volunteer (or other relevant candidate) from an IHN member site/organisation with a professional development opportunity.
- ❖ To train that member of staff, or a volunteer in new, relevant areas and interchangeable skills which they will be able to apply at their usual place of work, or volunteering.
- ❖ To assist IHNs in becoming self-sufficient.

■ **Responsibilities covered by the role.**

- ❖ Organisation of two regional IHN meetings. The IHSO will provide training and an action plan outlining the process of organising a meeting which includes the following:
 - confirming the host and agreeing on the potential meeting dates
 - circulating the meeting dates and collating availability
 - confirming the meeting date and circulating it
 - preparing and circulating the agenda (agenda template will be available)
 - promoting the meeting on social media and on the IHNs website
 - attending the meeting and assisting the host on the day
 - writing and circulating the meeting summary to all the IHN members
 - writing a blog post about the meeting and promoting it on social media
 - being the first point of contact for enquiries about the meeting.
- ❖ Administrative tasks including the use of Word, Excel, PowerPoint and the internet for research, data management and record keeping.
- ❖ Working with multiple stakeholders including staff and volunteers from various backgrounds and with different skills such as curators, archivists, engineers, conservators, directors and many more; all based at numerous industrial heritage sites, museums and preserved monuments located throughout the region.
- ❖ Managing the IHNs website for the region including updating the content, posting blog entries, organising online events etc. with support and supervision from the IHSO.
- ❖ Using Trello, the IHN communications forum, and encouraging IHN members to use it.
- ❖ Using social media for promotion and awareness including Twitter, Facebook, LinkedIn and Instagram.

■ **Desired skills for the role and ones which the Co-ordinator will improve on or develop during the placement.**

- ❖ Relationship building through proactively engaging with new contacts and maintaining support for existing members.
- ❖ Knowledge of regional and national industrial heritage sites/organisations; ability to, and willingness to conduct relevant desktop research.
- ❖ Ability to multitask and use own initiative to solve problems.
- ❖ Excellent attention to detail.



- ❖ Great presentation and communication skills.
 - ❖ Friendly, optimistic and a can-do attitude.
 - ❖ Strong desire to develop both professionally and personally through gaining new skills, growing existing knowledge and building relevant work experience.
- **Role implementation and the delivery.**
- ❖ The IHSO will provide full training and ongoing support for the IHN Co-ordinators.
 - ❖ The role placement will be on 6 months or 1-year basis (exact timelines are to be agreed with the IHN Co-ordinator's host site/organisation).
 - ❖ The number of hours allocated by the host site/organisation to allow for the IHN Co-ordinator to perform its responsibilities is to be agreed on a case by case basis.
 - ❖ The IHN Co-ordinator will work to deliver targets outlined by the IHSO at the beginning of the placement. This will include organisation of two network meetings, writing an agreed number of blog entries, social media outreach and the IHNs website and Trello maintenance and development.
 - ❖ The IHN Co-ordinator will also be involved in a handover and initial training of the next IHN Co-ordinator, if necessary.
 - ❖ The role will involve some travel across the region, mainly to attend the two meetings.
- **Applications and the selection process.**
- ❖ Currently, this is a voluntary, unpaid role with potential future funding opportunities.
 - ❖ The application form is provided below – this is a short and easy to fill in form.
 - ❖ We are looking for dedicated and enthusiastic individuals who would like to gain and develop their professional skills, improve their workplace knowledge and gain relevant experience allowing them to enhance their CVs and apply the new skills at their current work, or volunteer place.
 - ❖ The enquiries and applications should be directed to Joanna Turska, the IHSO, on joanna.turska@ironbridge.org.uk
 - ❖ The selection process will involve an interview with the IHSO and a senior staff member/volunteer at a relevant site/organisation.



Application form: IHN Co-ordinator

Please fill in electronically. If needed, please feel free to add extra space.

Personal details

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| Name: |
| Email: |
| Telephone: |
| Current work/volunteer location: |

Education/Qualifications

| Name of school/college/university | Subject | Grade/Qualification obtained |
|-----------------------------------|---------|------------------------------|
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Employment/Volunteering

| Name of the Employer | Job/Role title |
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Please tell us why you are interested in this role and why you are a good candidate.

Thank you!