

WANTED 'ON HATTERSLEY' PROJECT CO-ORDINATOR

WHAT WE NEED:

We are looking for a dynamic and enthusiastic person who is willing to share their knowledge and skills to support a community internet TV news project. The role will be to co-ordinate our 'On Hattersley' project, which will work with people aged 18 to 80 from Hattersley, Tameside to produce five, short, community internet TV programmes over the next eight months.

Maybe you're a freelancer in the industry and have the flexibility and interest to try something new like co-ordinating a project like ours? Or maybe you have done something similar before?

You will bring to the project your knowledge and understanding of what goes on to produce a news type programme, you will bring your excellent organisational and communications skills as well as patience and understanding.

We appreciate you may not have worked supporting people from deprived communities before but we expect you to have experience working with a wide range of people and to be able to put your ideas and thoughts across in a clear and succinct way that's appropriate for the audience.

WHAT YOU WILL GET:

In return we will provide you with a freelance agreement, to work approximately 200 hours over the next eight months, at £25 per hour.

You will have an interesting experience, working with some great people and you will have a warm, fuzzy feeling at the end of the project when you see the impact your time with us has had.

To find out more give Muriel a call on 0161 368 5171, or you can email her at muriel.stretton@hmcm.org.uk. You can download the application pack from www.hmcm.org.uk/documents/project_coordinator.pdf

(If you would be interested in working with us on a temporary contract as opposed to a freelance basis give Muriel a call for a chat.)

PROJECT BACKGROUND

The project has been funded by the Media Trust's, Community Voices, which aims to inspire, engage and support disadvantaged and isolated communities across England to make a meaningful difference to their lives with the help of digital media.

We are one of 24 projects selected to receive funding as well as support from a digital mentor to help make real a difference in our community.





Job Description

- Part Time:** 'On Hattersley' project co-ordinator
- Hours & Salary:** We are offering a freelance agreement at £25 per hr – based on 200 hours between September 2010 and April 2011. You will be required to work flexibly according to the needs of the project as agreed, which will include some evening and weekend work.
- Length of agreement:** Until April 2011, as agreed
- Closing date:** 29th August 2010 - To apply for the post please email your CV and the contact details of two employment referees to mauriel.stretton@hmcm.org.uk

Purpose of the role: To support and engage Hattersley residents in the production of five internet TV news programmes. You will also co-ordinate a team of freelance artists who will work with the people taking in the project, to develop the skills and confidence to initially produce the programmes with support and finally independently.

Responsible to: HMCM Manager

Job Description

1. Volunteer recruitment and coordination

- 1.1 To recruit and support project participants
- 1.2 Coordinate and support project news teams

2. Working with other stakeholders

- 2.1 Build positive working relationships with local community groups and organisations
- 2.2 Liaise with partner organisations to support engagement with the project
- 2.3 Support volunteers to produce copy/images to update project page on website
- 2.4 Work with volunteers to promote and report on the project both within Hattersley and further a field

3. Project delivery & training and skills development

- 3.1 Liaise with learners, HMCM manager and tutors/freelancers to develop a learning programme based on learners and project needs
- 3.2 Oversee production and distribution of learning materials
- 3.3 Supervision of freelance artists/staff ensuring that they fulfil their contractual obligations and deliver a quality service to the project
- 3.4 Plan, book and coordinate technical skills training sessions
- 3.5 Work with volunteers to develop skills in content production
- 3.6 Identify opportunities for project participants to experiences news/social media environments
- 3.7 Ensure systems for monitoring and evaluation of courses are in place
- 3.8 Support/signpost volunteers to further learning/employment opportunities once project comes to an end

4. Web 2

- 4.1 Research suitable host for programme content
- 4.2 Support HMCM volunteers to upload and moderate programme content and comments

5. Monitoring and evaluation

- 5.2 Establish and monitor suitable evaluation and monitoring methodology in accordance with project activity schedule
- 5.1 Produce monitoring reports on an going basis and final evaluation report

6. Other duties

- 6.1 To understand and carry out duties in accordance with HMCM Equal Opportunities Policies
- 6.2 To work in a way which offers equality of opportunity and demonstrates a commitment to respecting each individuals rights and values
- 6.3 To attend supervision and review meetings as agreed
- 6.4 To adhere to financial procedures and keep appropriate records as required by HMCM
- 6.5 To carry out other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility.

**Hattersley & Mottram Community Media
Person Specification
'On Hattersley' Project Co-ordinator**

	Essential	Desirable
Knowledge /Understanding	<ul style="list-style-type: none"> ❖ Issues that affect local people and communities that are often socially excluded ❖ Understanding of the need to work in a way that is community led ❖ Knowledge of web 2 technologies 	<ul style="list-style-type: none"> ❖ Knowledge of the Hattersley community
Skills	<ul style="list-style-type: none"> ❖ Good ICT Skills ❖ Excellent organisational skills ❖ Excellent inter personal and communication skills ❖ Creative ability 	
Experience	<ul style="list-style-type: none"> ❖ Knowledge of television production processes ❖ Technical and editorial knowledge/understanding 	<ul style="list-style-type: none"> ❖ Working with the voluntary/community sector ❖ Partnership working with other organisations ❖ Track record of news programming ❖ Experience of self-shooting
Aptitudes & Personal Qualities	<ul style="list-style-type: none"> ❖ To be positive, flexible and open minded about working with local people ❖ Ability to work on own initiative and as part of a team ❖ Willingness to work flexibly 	<ul style="list-style-type: none"> ❖ To be creative and share new ideas
Other	<ul style="list-style-type: none"> ❖ A commitment to equality of opportunity ❖ Willing and able to work flexibly in line with project needs 	