



**Crofton Beam Engines**  
Crofton, Marlborough, Wilts SN8 3DW  
Tel: 01672 870300  
A branch of The Kennet and Avon Canal Trust  
Registered Charity No. CC209206



## Management Team Recruitment



### Volunteering Opportunity – Volunteer Manager

Crofton Beam Engines, part of the Kennet & Avon Canal Trust, is one of the most significant industrial heritage sites in the South West and a fascinating independent, volunteer-led heritage visitor attraction welcoming approximately 20,000 visitors per year. We are in the midst of delivering a well-supported and well-funded development programme assisted by National Lottery Heritage Fund conservation, interpretation, learning and visitor facility improvement work. Alongside this, we hold Working Towards Museum Accreditation status aiming for full accreditation in 2020.

Following a strategic management review, we are now developing our management team to enable us to maximise our potential and fully deliver our ambitions and maximise on our funders' investment. A number of key roles on the team have been filled, we now have a vacancy and invite expressions of interest from people for the role of **Volunteer Manager**.



# VOLUNTEER MANAGER

## The Role

This is a key role focused on the recruitment, training, development and support of Crofton's wide-ranging and diverse volunteer workforce, and the systems and processes that enable volunteering to take place successfully. You will organise and promote recruitment campaigns, induction, training and development, and lead on general management, as well as offer welfare support and guidance. Through this you will support our charity's strategic objectives for Crofton, enabling us to have and retain a loyal, enthusiastic and committed team with the skills, knowledge and confidence to ensure that Crofton is a leading example of a successful Grade I listed small heritage visitor attraction with local, national and international impact.

## Skills and Experience

We are seeking someone who has experience of people management in a voluntary or similar organisation whatever its type (commercial or not for profit), and experience of delivering projects involving volunteers and supporters. An interest in industrial history and the museum heritage sector would be welcomed, and a knowledge of / willingness to undertake training in contemporary best practice in volunteer recruitment, training and management is essential. Engaging with and attending key heritage sector organisations to represent the organisation and promote networking and knowledge sharing is also important.

## About You

You may be working in, or have worked in, a people management role and be used to successfully managing, supporting and developing diverse teams. You will have experience of decision-making and taking shared responsibility for achieving an organisation's objectives. The ideal person for this role may be looking to develop their career goals in this general area and supplement their experience to date, or be an experienced professional who would enjoy contributing their work experience and expertise within the context of an ambitious and well-supported charitable organisation.

## What we can offer you

We offer a great opportunity to utilise and broaden personal skills and interests through being involved with the heritage, visitor attractions, museums and charity sector. There is a fun and rewarding social and training programme with opportunities and events through the year, and fascinating behind the scenes access to the workings of Crofton site and the activities of our charity. You will make new friends, be part of an enthusiastic team, have the chance to work with other partners and organisation in our field, and have the satisfaction of being involved with an exciting and worthwhile cause.

We will be pleased to have an informal telephone conversation with people who share our ambitions and would like to join us. To arrange a conversation please contact the Crofton Branch Secretary by e-mail on: [crofton@katrust.org.uk](mailto:crofton@katrust.org.uk).

We also welcome interested people to visit Crofton Beam Engines during our normal public opening hours. For full details about Crofton, please see: [www.croftonbeamengines.org](http://www.croftonbeamengines.org).

To apply, please submit your CV and supporting statement telling us how you fulfil the criteria, and send to: [crofton@katrust.org.uk](mailto:crofton@katrust.org.uk) or by post to The Crofton Branch Secretary, Crofton Beam Engines, Marlborough, Wiltshire SN8 3DW.

The closing date for applications is **5pm, Wednesday 21<sup>st</sup> August 2019**. If you have any further questions about an application or the process, please contact the Crofton Branch Secretary on [crofton@katrust.org.uk](mailto:crofton@katrust.org.uk)



A group of Crofton Beam Engines Volunteers

*Photo: Vicki Scipio, Wiltshire Gazette & Herald*