

Roundhouse Programming & Partnerships Officer

About Roundhouse Birmingham

Roundhouse Birmingham is a heritage enterprise and independent charity. It was created through a landmark partnership between Canal & River Trust and National Trust to find a new and sustainable purpose for one of Birmingham's hidden gems, the Roundhouse.

Roundhouse Birmingham will offer visitors a chance to See the City Differently through a range of volunteer-powered guided city and canal tours, while securing a sustainable future for the historic site through our range of lettable spaces. With our custodianship of the Roundhouse and its story as a starting point, we will create links between our visitors, volunteers, and city.

We believe in the social benefit of connecting people with the unique stories and special places that Birmingham has to offer, across streets, canals and public spaces. We work with our volunteers and partners to find innovative and entrepreneurial ways to champion our city's heritage, doing our bit to make Birmingham a destination for visitors from near or far.

Roundhouse Birmingham opened to the public in July 2021.

www.roundhousebirmingham.org.uk

Twitter: @bhamroundhouse

Facebook: Roundhouse Birmingham

Instagram: @bhamroundhouse

Roundhouse Visitor Offer and Operating Hours

Visitor Centre and public activity programme

- Spring/Summer Season - April-September, 9.30am-4.30pm, 6 days per week (closed Monday's)
- Autumn/Winter Season - October-March, 10am-4pm, 5 days per week (closed Monday's and Tuesday's)

Roundhouse Operations Office

- 7 days per week, 8am-6pm.

Role Summary

We have an exciting opportunity for someone who is passionate about heritage, creative tour programming, engagement and partnership development. The opening summer programme of tours and trails has proved incredibly successful, and we are now looking for someone to develop new tours/activities to contribute to the future success of this brand-new heritage attraction.

The role will be about supporting the delivery of our current programme, as well as programming and producing new tours/activities.

Roundhouse Birmingham aims to 'do things differently, see things differently, and care for things differently', so you'll be working both independently and with a diverse range of people in developing and producing new and existing tours. The role will include some off-site engagement, and you will act as a key contact for building support from the community and identifying opportunities for partnership work.

Roundhouse Birmingham's tours are volunteer-led, so part of the role will include working with our Volunteering Experience Officer in training volunteers to lead the tours you have designed.

This is a hands-on operational role which will include some duty management.

Role Requirements

- The role is 5 days per week, ordinarily Monday-Friday.
- The post holder will regularly duty manage, including one weekend per month on a rota basis.
- Normal hours for this role will be 0900-1730 with an hour lunch break. Duty Management hours are 0845-1715.
- If hours differ to accommodate events/activities outside of normal hours, time in lieu is offered on prior agreement.
- This role is fixed term until 30 December 2022.
- Any specific equipment or uniform required for the role will be provided.

Who we're looking for

- You have experience in directly delivering projects, activities or visitor programmes and/or working with community or commercial partners to deliver events and activities for and with audiences, ideally in the heritage, culture, arts, sport or visitor attraction sector.
- You're someone who is confident in building strong relationships quickly; you're a natural people person and feel comfortable with talking to lots of different people from different backgrounds.
- You have experience of working with, training, supervising, and supporting volunteers.
- You have experience of business and/or audience development, using feedback to improve and develop an offer, connecting people with heritage and the outdoors.
- You thrive in a busy, bustling environment.
- You're comfortable working independently, managing your own workload and can work on your own initiative.
- You are able to problem-solve and multitask.
- You're someone who's not afraid to try something different.
- You're able to work well as part of a disparate team, and also able to step up and lead for successful delivery when required.
- You have excellent written and verbal communication skills.
- You have excellent digital skills and the ability to learn and understand new systems.
- You have excellent IT Skills (including Microsoft Office).
- You are someone who will bring enthusiasm and positivity to the role, and who will embody the Roundhouse 'smiley' ethos.

Timeline

Closing date:	Sunday 12 September
Interview date:	Wednesday 29/Thursday 30 September
Interview location:	Roundhouse Birmingham
Start date:	w/c Monday 1 November, earlier if available.