

## JOB DESCRIPTION & PERSON SPECIFICATION

### 1. JOB INFORMATION

Post Title: **Outreach Worker – Lanchester Interactive Archive Project**  
Grade: **4**  
Salary Range: **£19,859 - £23,569 pro rata per annum**  
Mode: **Part time (0.5 FTE) fixed term to December 2018**  
Ref No: **REQ005495**

### .2 JOB DESCRIPTION

#### .1 Purpose

This post holder will be part of the team that will develop and deliver the outreach programme related to 'Lanchester Interactive Archive' a project funded by the Heritage Lottery Fund, Coventry University and charitable donations. Dr Frederick Lanchester (1868-1946) was one of Britain's greatest engineers and inventors. Lanchester Library at Coventry University holds the largest collection of Frederick's work in notebooks, blueprints, sketchbooks, photographs, patents and correspondence and is the biggest source of Lanchester information and knowledge in the world. The aim of our project is to both conserve and protect the heritage of Frederick Lanchester and to bring his legacy to life with a comprehensive programme of outreach work including an innovative digital platform that will engage people in his inventions and inspire them to be creative.

#### .2 Main Duties and Responsibilities

To develop and deliver a programme of educational and creative activities to promote The Lanchester Collection to external groups including: primary schools, secondary schools, Colleges of FE, children's groups e.g. Scouts, Brownies, Guides, adult community groups, local history groups, and other relevant associations etc.

To support the recruitment, support and management of student and community volunteers.

To deliver public and schools engagement activity as set out in the project Activity Plan (core extract attached)

To support the development of learning resources, as set out in the project Activity Plan (core extract attached)

To support the evaluation of the project by collecting appropriate qualitative and quantitative information

To liaise effectively with the other part-time outreach worker

To devise and develop appropriate educational resources (e.g. make slide shows, posters, charts, information packs, models etc. as aids for visits).

To source and acquire materials to support the delivery of creative and practical workshops.

To arrange visits to The Lanchester Discovery Room (Library) and /or Engineering Faculty) for relevant groups to allow opportunities to view the Collection and related facilities.



To promote the Lanchester Collection and the related website and educational games both internally to CU students and externally.

To attend and contribute to relevant project team meetings

To provide regular progress reports on activities to the Project Manager

To work collaboratively with the Lanchester Trust

To work collaboratively with the Engineering and Computing Faculty particularly in relation to their outreach programme with schools

Any other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**.3 Supervision Received**

Project Manager

**.4 Supervision Given**

Volunteers

**.5 Contacts**

Contacts (internal): Project Team, Library staff, academic staff, researchers, students.

Contacts: (external): Lanchester Trust, primary and secondary schools, FE colleges, universities, community organisations, heritage organisations

### 3. Person Specification

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education/ Qualifications	Degree or equivalent qualifications and/or experience.	Marketing qualification
Experience (Paid and Unpaid)	<p>Experience of working with school aged children and young people.</p> <p>Experience of volunteering and/or experience of recruiting and working with volunteers</p> <p>Experience of working with partner organisations</p> <p>Experience of working with community organisations</p>	<p>Experience of classroom teaching.</p> <p>Experience of working in a museum / heritage location</p>
Research/Publications Special Interests	An interest in heritage	Knowledge of engineering or other STEM subjects
Job-related skills/ Aptitudes	<p>Highly proficient in the use of IT packages, including e-mail, internet usage and word processing packages.</p> <p>Experience of effective use of social media i.e. Twitter, Facebook, etc.</p>	<p>Experience of using multi- media applications</p> <p>Experience of digital games, use of Tablets &amp; Interactive web and blogging software and interactive screens.</p> <p>Experience in editing Wikipedia/Wikimedia articles.</p>
Interpersonal Skills	<p>Excellent interpersonal and communication skills, both written and oral.</p> <p>Ability to think creatively and to inspire and engage interest.</p> <p>Excellent organisational and time-management skills.</p> <p>Ability to work both independently and as a team member</p> <p>A 'can do' attitude towards solving problems</p>	
Other Requirements	<p>Undergo an enhanced DBS check.</p> <p>Willingness to work out of office hours including evenings &amp; weekends.</p> <p>Some evening and weekend may be required.</p>	

## Lanchester Interactive Archive – core extract of activity plan

Lanchester Interactive Archive Outreach workers (2 x part-time roles)

The project will employ two part-time Outreach Workers on a 0.5 basis. The Outreach Workers will be in post for 2 years and 2 months from month 11 of the project, allowing a two month lead in period to develop the outreach resources and volunteering programme before the Lanchester Interactive Archive and Discovery Space are launched.

The Outreach Workers will lead on public and schools engagements, developing and delivering outreach sessions. They will also recruit, support and train the volunteer team. The proposal is to use two part-time workers rather than a single post to allow for flexible hours for outreach and events (for example Lanchester Days and other public events) and for holiday cover.

### Measuring success – evaluation targets

The success of the activity programme will be measured against how successfully it has achieved the desired outcomes for people and communities. The table below outlines the key targets and measurement tools to be used in each case.

Outcome	Measure of success	Evaluation tools
People will have developed skills	Staff and volunteers working with the collection are familiar with appropriate handling and cataloguing procedures.	Record of training Interview/observation
People will have learnt about heritage	Learning outcomes as set out in the interpretation plan are achieved	Surveys of participants (including online participants)
	Engineering students using Lanchester material within their courses will be more familiar with the history of automobile engineering	Feedback forms
	Primary and secondary school students will learn about heritage through onsite, outreach and online activity	Feedback forms for students and teachers
People will have changed their attitudes and/or behaviour	Participants are more aware of Frederick Lanchester and his work	Surveys of participants (including online participants)
	Young people involved in the programme will know more about the possibility of careers and future study in STEM subjects	Feedback forms for students and teachers
People will have volunteered time	Volunteer time contribution targets are met	Volunteer time logs
	Volunteers are drawn from a wide range of backgrounds	Volunteer equal opportunities monitoring data
	Volunteers have a positive experience	Volunteer evaluation questionnaires

Outcome	Measure of success	Evaluation tools
<b>People will have had an enjoyable experience</b>	Participants report an enjoyable experience and that they would recommend the Lanchester experience to family and friends	Surveys of participants (including online participants)
	Volunteers report that they feel they have made a positive contribution and learnt new skills	Interviews
<b>More people and a wider range of people will have engaged with heritage</b>	At least 3,500 people will visit the Lanchester Discovery Space each year, and many more will engaged with the project through outreach work and via the pop-up exhibition. More than 25,000 unique visits will have been made to the online archive each year. Participants will encompass a wide range of ages and backgrounds.	Records of visitor numbers Records of outreach participant numbers Tracking of online use Surveys of participants (including online participants and volunteers) to collect demographic information
<b>The local area/community will be a better place to live, work or visit</b>	Participants report that they feel proud of Lanchester's achievements, or that Coventry should be proud.	Surveys of participants (including online participants)

Public engagement: outreach Pop up exhibition

Based on the interpretation in the Lanchester Discovery Space, a 'pop up' exhibition will be created to provide a taster of the Lanchester Collection and its stories. The exhibition will be easy to mount and demount, and will be small enough to set up almost anywhere. It will include demonstrations of the digital elements of the project and will encourage people to visit the digital platform and the Discovery Space.

The aims of the pop up exhibition will be:

- To raise awareness of Frederick Lanchester and automotive history
- To encourage people to engage with science, engineering and technology in fun ways
- To broaden access to the collection to new audiences, including non-traditional heritage audiences
- To raise awareness of the project and to encourage people to engage more deeply, via the digital online resources, by visiting the Lanchester Discovery Space, by engaging with the outreach programme or by volunteering

During years 2 and 3 of the project, the exhibition will visit six to eight locations and events each year. Where appropriate, an outreach worker or volunteer will accompany the exhibition and will be available to introduce the collection and help make connections with new audiences. Potential venues have been identified during the consultation process.

These include:

- Coventry Central Library and branch libraries
- Warwickshire libraries, particularly Rugby, Nuneaton, Leamington and Bedworth libraries
- Local schools, in conjunction with outreach work
- Community spaces, potentially including:
  - Jardine Youth Centre
  - Cheylesmore Community Centre
  - Canley Community Centre
  - St Peter's Centre
  - Coventry Makerspace
  - Coventry University departments and events
  - The University of Southampton Engineering Faculty
- Transport museums and other sites, potentially including:



One Birdcage Walk, Institute of Mechanical Engineers' headquarters  
The Shuttleworth Collection  
Beaulieu National Motor Museum  
Brooklands Museum  
Heritage Motor Centre, Gaydon  
Museum of Science and Industry, Manchester  
Coventry Transport Museum  
Automobile themed events, for example:  
Runway Display Motor Show  
ClassicShows  
Stratford Festival of Motoring

Invention workshops – community outreach

The project outreach workers will offer 1-2 hour 'invention workshops' which invite people to create their own inventions, inspired by the archive. Two types of session will be available, one primarily targeted at young people (aged 9-14) and an adapted version more suitable for older audiences. The workshops will be adapted to meet the needs of the specific participants. The intention is to increase knowledge about Frederick Lanchester and the Lanchester Collection and inspire a sense of creativity and invention, as well as engaging new audiences with STEM subjects.

The sessions will be offered on set times and dates as part of existing programmes of activity or at community venues, for example:

At local libraries in Coventry and Warwickshire (both services are keen to host workshops at their branch libraries)

At community venues, for example:

Jardine Young People's Centre

Coventry Makerspace

Local community centres

At museum venues in Coventry and the wider region

As part of the Big Bang Fair and/or Big Bang Near Me events. (The Big Bang is the UK Young Scientists and Engineers Fair, held at the NEC in Birmingham each year. Activity slots are available to external providers.)

As part of British Science Week events

At the planned annual Lanchester Day

Participants will need to book in advance to take part in the workshops. The sessions will also be available to be booked by groups such as local history groups, youth groups, uniform groups (scouts and guides), social clubs, car clubs etc. They will be specifically promoted to these audiences as part of the relationship building work that the outreach workers will undertake.

Each workshop will involve:

Active ice-breaker activities with an engineering slant

An introduction to the Lanchester Collection and Frederick Lanchester's work

Demonstrations of the augmented reality models (using 2D triggers for use offsite) and serious games

Invention activities which invite participants to develop mechanical solutions to practical or absurd challenges – for example creating 'Heath-Robinson' style contraptions to carry out specific tasks, or more practical challenges such as developing new approaches to suspension or steering

The sessions will be developed by the outreach workers with input from STEM experts from within the university (staff from the Engineering and Computing Faculty will be invited to contribute ideas and expertise) and the Lanchester Trust.

15 sessions will be delivered over the course of the project. Each session will have 10 to 20 participants. The sessions will be delivered by one of the project outreach workers, supported by 2 volunteers at each event.

Talks to community groups

Members of the Lanchester Trust and outreach workers will deliver talks on Lanchester and his work



to community groups at their own venues. Groups might include U3A groups, local history groups, car clubs, Men's Sheds etc. The talks will be developed by the Lanchester Experts, working in conjunction with the outreach workers. The aim will be to deliver 12 talks over the course of the project.

The two Outreach Workers and the Project Manager will receive training on managing volunteers. The half-day session offered by Voluntary Action Coventry is aimed at people who have responsibility for managing volunteers and want to learn more about effective volunteer management techniques. It covers:

- Best practice when working with and managing volunteers
- Techniques for looking after and supervising volunteers
- How to effectively support volunteers
- Evaluating the impact of volunteers on the organisation

Staff will attend this or a similar course, and a budget has been set aside to cover this.