FREELANCE VACANCY - PROGRAMME & COMMUNICATION OFFICER

Summary

York Consortium for Craft & Conservation and its associated charitable Foundation offer a stimulating part time freelance opportunity with an organisation that promotes skills and public interest in conservation of the built heritage, historic artefacts and works of art. The vacancy will appeal to;

- Graduates embarking on a career in the sector
- Mid career stage candidates able to combine this part time role with one, or more, other commitments
- People recently retired from either trade or professional services positions, seeking an interesting part time role that offers flexibility in respect of time commitment

Applicants must be competent in practical digital skills and have an efficient, focussed approach to routine administrative tasks; both are necessary for the smooth running and future development of our membership, bursary and associated event programmes.

About us

York Consortium for Craft & Conservation was established as a membership organisation in February 1998. Its objective was, and remains, to build on York's reputation as a recognised centre for conservation practice, research and skills; also to encourage and promote conservation of cultural, historic and artistic heritage throughout the UK. Our membership comprises businesses that specialise in various branches of conservation work, individual craft / conservation practitioners and members of the public who are interested in conservation.

Towards the end of 1998, York Foundation for Conservation & Craftsmanship was formed by deed of trust, registered as charity no 1075135, and early work secured donations that successfully established a training bursary fund. Combined with fundraising by trustees and more recent annual sponsorship from various organisations, the fund now supports an annual programme of awards for conservation skills development across a wide range of disciplines. Bursaries range from £500 to £5,000 with an average of around £1,800; since we began we have awarded over 350 bursaries to assist talented and committed individuals enhance their specialist skills and practical experience. The Foundation is currently unincorporated and intends to transition to a Charitable Incorporated Organisation over the next twelve months.

Both Consortium and Foundation are managed by Trustee / Committee Members on an entirely voluntary basis. Our Chair is Kibby Schaefer, an accomplished Wood Carver who joined Dick Reid's York workshop in 2001 and is now Partner at Master Mason, Matthias Garn's firm just outside York.

Kibby's predecessor to July 2024 was Martin Stancliffe the renowned York based Conservation Architect and Surveyor of the Fabric to St Paul's Cathedral; very sadly Martin died in January 2025.

Programme & Communication Officer is the only remunerated role within our small organisation.

About you

Whether at an early, mid or later stage of your career, you will be well organised and confident working from your home which should be located in York or within reasonable travelling distance of the City.

You may have previous experience of the conservation sector in business, trade, a charitable organisation, higher education or a public agency; alternatively conservation may be new to you and you are eager to find out more. Either way, you will be both wholly committed to all the things you take on and a good communicator who organises time efficiently and effectively.

You will have a range of digital skills with commonly used applications including a simple database, Word Press and generic social media channels including Instagram and LinkedIn.

You may have previous experience of freelance arrangements and the relevant HMRC guidance or you may need to bring yourself up to date on what is expected of freelance workers in respect of statutory reporting obligations.

Role description

Principal responsibilities are;

- Maintain and develop the membership database
- Administration of membership renewals and recruitment
- Administration of the annual bursary programme
- Web site updates including bursary, event and other programme information
- Regular communication with members and the general public via social media and periodic newsletters
- Administration of social media and other accounts e.g. Instagram, LinkedIn & Zoom
- Support the organisation of events including the annual meeting and award of bursaries
- Attend the annual meeting; attend and participate in online meetings of Trustee / Committee Members (six per annum, each early on a weekday evening, usually Mondays)
- Other programme, administrative or communication tasks that arise from time to time

The successful candidate will report to the Chair, Kibby Schaefer and will liaise with other Trustees when appropriate including - Treasurer, Secretary, Bursary Officer, Events Officer & Fundraiser.

Time commitment & remuneration

The required time commitment will vary over a twelve month cycle and considerable flexibility is offered in terms of which periods of time the successful candidate allocates to the role. We are confident that the equivalent of two full days a week for forty-eight weeks of the year will be an adequate allocation to meet the demands of the role.

We are offering a fee of up to £15,000 per annum for the provision of services described here. The service arrangement will be with York Consortium for Craft & Conservation and, in due course, with York Foundation for Craft and Conservation CIO. Fees will be paid monthly in arrears.

How to apply

Expected are;

- A comprehensive CV
- A letter setting out the reasons for your interest in the role and what you can bring to it
- The names of two referees; we will request contact details in due course, as appropriate

The closing date for applications is 31 March 2025. These should be submitted by email to;

Jonathan Bryant
Secretary, York Consortium for Craft and Conservation
secretary@conservationyork.org.uk

Shortlisted applicants will be invited to a preliminary online discussion on Monday 7 April 2025 and the final candidate(s) to an in person interview in York on Tuesday 15 April 2025

If potential applicants have queries about the role or would value a conversation in advance of an application please email secretary@conservationyork.org.uk and appropriate arrangements will be made.

Thank you for your interest; we look forward to hearing from you.

Kibby Schaefer
Chair

Jonathan Bryant
Secretary