

## CREMYLL MARITIME GUILD

### JOB DESCRIPTION

JOB TITLE: PROJECT ADMINISTRATOR

ORGANISATION: LYNHER RIVER BARGE CIC

ACCOUNTABLE TO: THE DIRECTORS AND THE PROJECT MAN-  
AGER

WORK BASE: THE GYMNASIUM OBELISK FIELD CREMYLL CORN-  
WALL PL10 1HX

HOURS: PART TIME 18hrs/WEEK (flexible hours)

CONTRACT: FIXED TERM 12 MONTHS £15,996 pro rata b.t.

STARTING DATE: 16/11/2020

### THE ORGANISATION:

Lynher River Barge CIC was formed in 2016 to save, restore and operate the 1896 Tamar sailing barge "Lynher" in order to provide water based educational activities to the community of the Plymouth waterways and to transmit them the skills to maintain and manage this and other historic vessels. Our regular activities include the delivery of a boatbuilding and seamanship workshop to the students of the Plymouth School of Creative Arts, the delivery of family-bonding residential voyages for underprivileged families from the inner city centre, the training of volunteers in crewing Lynher, small boat skills and learning maintenance boatbuilding work ashore.

We work with volunteers from any walk of life, from young people to retired individuals to community groups and vulnerable adults suffering from mental health issues or recovering from substance abuse. We offer support and advice as well as training in order to include more people to learn maritime skills and impact on their lives in positive way by improving their well being.

Further to receiving an award by the National Lottery to establish the Cremyll Maritime Guild Project, the organisation is looking for an enthusiastic and capable person to join their team as a project administrator.

## ROLE

### KEY TASKS

1. To support the project manager in establishing the Cremyll Maritime Guild
2. Learn as much as you can about our work, the boats we maintain and their heritage in order to satisfy public enquiries
3. Edit and publish press releases, news letters and a calendar of events
4. Maintain a record of expenditures for the project on a weekly basis, enter the expenses in Clear books
5. Support the development of the Guild brand, its marketing, social media, website and advertising
6. Maintain an up to date database in respect of GDPR guidelines
7. Answer the phone and email regarding enquiries on our courses, training and public participation events
8. Make sure the office and reception space is tidy and in good order, welcome people through the doors and be first point of contact to the public
9. Support the project manager in organising public events such as festivals, regattas and community participation
10. Gather qualitative and quantitative data throughout the lifetime of the project
11. Support the preparation of a display and interpretation panels and public signs
12. Support the CIC's work with volunteers and their training when required

## Skills required

IT Knowledge (word, excel, wordpress as a minimum requirement), website administration and social media expertise and marketing skills

Experience in administering community project sand public participation

## REFERENCES

Please enclose two referees who know you on a professional basis and who can be contacted via telephone or email.

*Application are accepted via email. Please send a CV accompanied by a cover-ing letter to:*

barbara@tamarbarge.org.uk

*Applications must be submitted before 25th October 2020.*

*Interviews will begin on 2nd November 2020.*