



NPHT

NATIONAL PARALYMPIC
HERITAGE TRUST

Volunteer and Trainee Support Officer
Recruitment Pack and Job Description
£25,000 pro-rata
Part-time (24 hours)

Overview

The National Paralympic Heritage Trust (NPHT) has embarked on a new exciting five-year strategy – ‘Becoming Seamlessly Inclusive 2023-2028’. To help us on this journey, this is an exciting opportunity to join our team as the Trust’s ‘Volunteer and Trainee Support Officer’, a key role within our organisation. We are looking for someone who would enjoy supporting our volunteers and trainees and who can demonstrate good administration skills.

The NPHT is a young dynamic and diverse organisation, and a leader in accessible heritage. Over our first five years we have engaged with over half a million people with the ambition to reach a million over the next five years, with support from several major heritage funders including the Arts Council England (as an NPO), National Lottery Heritage Fund, Rothschild Foundation, Museums Association Esmeé Fairbairn, Wolfson Foundation, Art Fund and Garfield Weston.

Background

The NPHT was formed in 2015 with the core purpose to ‘enlighten and inspire future generations by celebrating, cherishing and bringing the Paralympic heritage and its stories of human endeavour to life’ and in doing so, to challenge negative perceptions of disability. Our purpose is to celebrate, cherish and bring the heritage to life, in a compelling and evocative way, securing a legacy, feeding a growing public interest since London 2012, changing attitudes, and instilling national pride.

In our role as caretakers of one of the World’s most important disability history collections, the Paralympic movement, we aim to become, and help others become seamlessly inclusive. From 2023 to 2028 for every £2 we spend we aim to positively broaden somebody’s understanding of disability and transcend heritage access.

In our first 5 years 2017 to 2022 we have reached over half a million people across the UK, and overseas (over 50% of our website visitors are from abroad representing 195 different nations), establishing an accredited museum and collection of international importance. Our learning programmes and digital engagement are recognised as providing ground-breaking access to D/deaf and disabled audiences.

Our purpose and moral responsibility is to continue to bring this unique British heritage to life, building awareness of Paralympic history, sport and the individuals involved in its development.

We seek to do this in a compelling and evocative way that pushes the boundaries of access for all, changing attitudes, serving national inclusion agendas, and instilling national pride.

The NPHT is a registered Charity 1165416.

The founding partners are the British Paralympic Association, WheelPower – British Wheelchair Sport and Buckinghamshire Council.

Role of the Volunteer and Trainee Support Officer:

1. Overall

- 1.1 To support and develop the volunteer and work placement programmes.
- 1.2 To practically support two of our trainees with neurodiversity.

2. Key Responsibilities

- 2.1 To oversee the volunteer programme with support from the Head of Programmes.
- 2.2 To manage the 'access to work' programmes.
- 2.3 To act as a work coach to the trainees, helping them deliver their workplans.
- 2.4 To support the 'Learning Manager and Collections Engagement Officer' with the provision of volunteers for their programmes of work.
- 2.5 To support the work placement's programme and individuals completing them, by planning out the work in liaison across the team and helping the 'Head of Programmes' carry out the work.
- 2.6 To support the Trust's community liaison.

2.7 To support other programmes of work as directed.

3. **Meetings and reporting**

3.1 The 'Volunteer and Trainee Support Officer' will be employed by the National Paralympic Heritage Trust and be responsible to the Board of Trustees.

3.2 The 'Volunteer and Trainee Support Officer' will report to, be managed and supported by the 'Head of Programmes'.

3.3 The 'Volunteer and Trainee Support Officer' will have monthly meetings with the 'Head of Programmes' reporting on progress and raising any areas of concern.

4. **Period of Contract**

4.1 May 2024 to end of April 2026.

5. **Contract fee/Pay**

5.1 The proposed fee is £25,000 a year pro rata - three days a week (24 hours).

5.2 In addition to the payment outlined above the 'Volunteer and Trainee Support Officer' will be paid reasonable agreed expenses incurred subject to the supply of receipts/travel expense claim. The postholder will also be eligible for a stakeholder pension.

6. **Indemnity**

Insurance is covered by the NPHT.

7. **Skills and Qualifications**

Essential:

- Must be a people focused person.
- Have excellent interpersonal, organisational and communication skills.

- Need a good eye for detail.
- A proven ability to work in a collaborative manner.
- Be an excellent communicator.
- Be highly self-motivated.
- Have experience of engaging with communities.

Desirable:

- Have experience/empathy to disability and neurodiversity.
- Have an interest in sport.
- Have an understanding of/or interest in the Paralympics.

Your application and the recruitment process

If you require the information in alternative formats, please email admin@paralympicheritage.org.uk.

In order to apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages.
- A supporting statement explaining why you are interested in this role detailing how you meet the skills we are seeking – we recommend that this is no longer than two pages.

Or you can make your application using alternative formats suited to your needs including a film (no longer than 10 minutes), an audio recording (no longer than 10 minutes) or a collage (up to 4 pages).

We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants who both declare their disability and meet the essential criteria for a vacant post.

Please send your application, by email to admin@paralympicheritage.org.uk.

Closing Date - Applications should be received by 5pm on Monday 29th April 2024.

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

You will receive an acknowledgement and we suggest that if you don't receive this you should contact us to confirm your application has arrived.

Interviews will take place at the beginning of May for which we can make adjustments according to your needs.

We very much see these as a two-way opportunity for us to find out more about each other and there will be an opportunity for you to meet members of the Trust staff.

Please do contact us if you wish to have an informal discussion about the role/organisation or if you have any other questions to help you decide whether to apply.

You can contact:

Vicky Hope-Walker, CEO Vicky.hopewalker@paralympicheritage.org.uk