

**Monumental Lives: Project Officer**

Bath Abbey seeks to recruit a freelance Project Officer on a three month contract to help us publish a catalogue of our memorials, creating an accessible and exciting new online resource.

**1** **Introduction and project aims**

**Bath Abbey**

Bath Abbey is a flourishing parish church in the heart of the UNESCO World Heritage City of Bath. Please visit our website on [www.bathabbey.org](http://www.bathabbey.org/)

While the geographical parish has only a small residential population, our congregation is a community from all over the city and surrounding area. We also welcome over 500,000 regional, national and international visitors and worshippers. Bath Abbey has around 28 staff, around 50 in our choirs, over 330 volunteers and over 450 in its congregation.

Bath Abbey was built in 1499, is Grade 1 Listed and is the last great medieval church to be built in England. Abbey staff work from offices in Kingston Buildings close by, which is also home to the Abbey’s Song School.

Bath Abbey’s collection of wall tablets and gravestones is probably the largest in the country, apart from Westminster Abbey. The Monumental Lives project, working in partnership with CommunitySites heritage consultancy (<https://www.communitysites.co.uk/>) will publish a detailed catalogue of these memorials on a website. Over the last five years, a group of volunteers have researched the life stories of the people commemorated, compiling over 300 biographies. The list of memorials and biographies will be an important and useful learning resource for the Abbey, the city of Bath as a World Heritage site, the visiting public, the wider church and groups including schools and community organisations.

The information to be published consists of a detailed catalogue of the gravestones and wall tablets in the Abbey (around 1500 records); a catalogue of the people commemorated on the memorials (around 2000 people); and about 300 biographies researched by volunteers, summarised on a research form.

Project aims:

* Produce a database of memorials by recruiting a freelance Project Officer to work with Abbey staff and volunteers to summarise the existing research forms
* Create a website by recruiting a freelance Consultant Editor with experience of writing the history of Empire to write content
* Publish the database and website by July 2023
* Evaluate the impact of the database and website by September 2023

**2 Project Officer - role description**

The Project Officer’s role is to edit, check and organise information to ensure that the database is accurate and consistent. The role will also include managing the summarising of the research forms into clear and accurate biographies, with references, that are suitable for publication on the website.

This role will be managed by the Bath Abbey Archivist.

The Project Officer will

* Undertake training (provided) in the research methods of the project in order to manage the updating of the Monumental Lives database systematically and accurately
* Manage the research forms on Sharepoint
* Write summaries of the research forms, with help from volunteers
* Upload the summaries to the database and keep accurate lists of the names researched
* Manage the volunteers associated with the project, with support from the Archivist.
* In partnership with the Archivist and volunteers, identify memorials that may need additional editing or review by the Consultant Editor.

The work will be delivered by the Project Officer with support from the Consultant Editor, and the Abbey’s Learning Manager and Archivist.

We hope that the Project Officer post will offer valuable experience for someone who would like to build a career in the heritage sector. You may feel you don’t meet all the criteria, but we encourage you to consider applying, especially as the role includes training. So, your interest, enthusiasm and commitment plus any other transferable skills you may have, will count for a lot when we assess applications.

We are committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability, or social background of each person to ensure that they fulfil their potential within a proactive caring and loving environment.

**3 Project Officer - skills**

**Essential**

* Understanding of or willingness to learn about carrying out research and managing research information
* Ability to write clearly and accurately for a general audience.
* Interest in the history of Bath in the eighteenth and nineteenth century and the history of the transatlantic slave trade.
* Ability to work well with volunteers, other project staff and consultants.
* Understanding of or willingness to learn about volunteer management.
* Organised, methodical, and accurate approach.
* Experience of Word and Excel.

**Desirable**

* Some experience of work or volunteering in the heritage sector
* Some experience of managing volunteers
* Experience of using databases

**4 Project Programme**

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| Mar 2023 | Install cataloguing software |
| Mar 2023 | Appoint Project Officer; Community Sites training session 1 |
| Mar-May 2023 | Project staff and volunteers edit and upload research |
| May 2023 | Community Sites training session 2 |
| Jun 2023 | Publication of database. Final project event |
| July – Aug 2023 | Project evaluation |

**5 Payment**

4 days per week for 3 months. Majority working from home but with some attendance at Bath Abbey’s offices.

Fee: £4,800 (£24,000 pro rata). Payable in 3 monthly instalments.

Closing date: **midnight 15th February.**

Interviews: **1st, 2nd and 3rd March.**

**6** **How to apply**

Please send a CV and covering letter describing how you meet the criteria in the job description to the Abbey Archivist, Anna Riggs ([ARiggs@bathabbey.org](mailto:ARiggs@bathabbey.org)).

Please include names and contact details of two referees.

If there is a large number of applications, unfortunately we will not be able to acknowledge every one. We will reply to short-listed applicants by the end of February.