



## **Arundel Three Villages Project**

### **Project Manager**

#### **The Project**

The Arundel Three Villages project is made possible by funding from The National Lottery Heritage Fund.

Thanks to National Lottery players, we have been able to begin this exciting project, which focusses on the heritage of three villages near Arundel: Slindon, Bury, and Burpham. Each village has a special history that illuminates many aspects of both local and national history. The project encompasses that history, with new stories being told to a wider audience of children and adults through folk songs, exhibition events, and engaging with local stakeholders.

#### **Job Description**

- Job Title:** Freelance Project Manager, Arundel Three Villages Project
- Location:** A combination of remote working, on-site at Arundel Museum for meetings and research, and time spent on location in the three villages, the four partner schools, and elsewhere.
- Duration:** Fixed term of 30 months
- Salary:** £45,000 over 30 months (20 hours per week)
- Responsible to:** Three Villages Project Oversight Committee

#### **Duties:**

- To work on a day-to-day basis with the Museums and Collections Manager and to report to regular meetings of the project oversight committee.
- To work with the four partner schools to deliver songs, local history workshops and guided walks to the schools; organise and lead school visits to local archives.



- To work with the songs' specialist to learn and deliver the local folk songs to the partner schools.
- To work with local history societies, parish councils, and interested individuals to deliver the project outcomes to adults, including home-based research and visits to local archives.
- To organise and arrange the publicity for all project heritage activities.
- To establish and manage groups of volunteers undertaking local heritage research.
- To work with all heritage learners, both children and adults, to create content for the village heritage leaflets.
- To work with all heritage learners, both children and adults, to create content for the village heritage information boards.
- To work with Dr Andrew Foster (retired history lecturer and archivist) on the ecclesiastical history of Slindon village.
- To work with a local video-maker to produce filmed oral history interviews.
- To plan and oversee the transcription and editing of information in the logbooks from Slindon and Bury primary schools, which commence in the 1870s. Liaise with West Sussex Record Office to ensure their best long-term conservation.
- To oversee the writing, design and production of the project exhibitions in Arundel Museum, and information boards in the three villages, drawing on the research of the child and adult learning cohorts.
- To write and deliver talks on each village and participate in the concert of local folk songs.
- To work with the Museum and Collections Manager to ensure that project updates appear regularly on designated heritage pages of the Arundel Museum website.
- To write, agree with the Museum and Collections Manager, and then distribute on-line publicity relating to the project, including for legacy and for social media.
- To maintain technical and management records and undertake monitoring and evaluation of the project's progress.
- To organise and co-ordinate with the Museum and Collections Manager all the larger project events, including talks, folk songs concerts, and village exhibitions at Arundel Museum.
- To carry out other duties identified by and agreed with the Museum and Collections Manager of Arundel Museum and the project oversight committee.



## **Person Specification, including Skills, Knowledge and Experience**

### **Essential:**

- Experience of managing The National Lottery Heritage Fund grant-funded projects, including evaluation.
- Proven project management skills, including experience of managing community heritage projects.
- Experience of managing project budgets and preparing regular reports.
- A-Degree (or comparable qualification) and relevant experience in a heritage subject.
- A teaching qualification, or proven experience within educational settings.
- Familiarity with local history, folklore, and folk song.
- Experience of working with parish councils, schools, churches, county and cathedral record offices, and local history groups.
- Experience of working with museums.
- Experience of working with volunteers.
- Experience of gathering and compiling information for publication.
- Experience of preparing and delivering illustrated talks and lectures to diverse school and adult audiences.
- Excellent written and oral communication skills.
- Ability to work well on own initiative and to meet deadlines.
- Flexible, problem-solving, can-do attitude.
- Access to own transport due to the rural nature of the villages and travelling to meetings.
- Flexibility with regards to location of work and attending meetings and events, which may be daytime or evening.

### **Desirable:**

- Knowledge of the history of Slindon, Bury, and Burpham, and more broadly of West Sussex.
- Experience of writing news/ press releases and working with the media in all its forms.
- Experience of working with singers and singing teachers.
- Experience of creating exhibitions and information boards.



To apply for this role, please email a CV and covering letter to **office@arundelmuseum.org** highlighting your experience and suitability for this position.

Closing date for applications is **Thursday 16 April 2026 at 5pm**. We will then invite candidates for interview.

The **interviews will be held on Thursday 23 April 2026** at Arundel Museum.

If you have not heard from us by Monday 20 April 2026, then please assume you have been unsuccessful on this occasion. We will not be able to provide feedback to applicants.

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