



LOTTERY FUNDED

The Women's Hall Celebrating the East London Suffragettes

Volunteer manager

Job Description

- 9 months fixed term contract (March-October 2018), flexible hours: March-June 3 days per week average, July-October 2 days per week average.
- Total fee of £9,000 paid monthly
- Based at Tower Hamlets Local History Library & Archives; employed by Four Corners
- Flexible working required, including occasional Thursday evenings and Saturdays

Background

2018 is the centenary of the Representation of the People Act, which saw the right to vote extended to 8.4 million women in the UK. The East London Federation of Suffragettes (ELFS), led by Sylvia Pankhurst, continued their campaign for the equal vote during the First World War, but the conflict had a big impact on the Home Front. Local women in Bow and Poplar were becoming destitute and children starving as a result of factory closures, rising food prices and, from 1916, conscription of male family members. Faced with this critical situation, the ELFS instead turned their activist energies to providing help and support to those affected – which included the group's own members. They set up a headquarters at 400 Old Ford Road, a former Mission Hall in Bow where some of them also lived. Naming it 'The Women's Hall', they met there to organise and formulate their activist strategies to lobby for the equal vote and to develop social welfare provision for people struggling to cope with the East End's harsh living conditions.

One of their strategies was to set up a 'cost-price restaurant' in The Women's Hall which served a hot meal twice a day to local women and children. The restaurant ran on volunteer labour and donations of money, food and crockery. With The Women's Hall as their base, the ELFS took over other local buildings in Bow, repurposing them with services specifically to benefit East Enders: a toy factory offering employment to local women, where volunteers fabricated playthings from donated materials to keep children occupied; and the 'Mother's Arms', an old pub that became a crèche.

In this centenary year, The Women's Hall project has been devised to commemorate and celebrate the ELFS, their activism and their impact on those living in what the area now known as the London Borough of Tower Hamlets. The Women's Hall will be recreated, the spirit of the ELFS revived, and a diverse heritage programme run by and for the general public over a period of five months from late May to late October 2018. The focus of the project's outcomes will be residents of Tower Hamlets, currently ranked as the second most deprived local authority area in England, with the highest level of child poverty.



LOTTERY FUNDED

Purpose of the role

To and deliver the volunteering strands of the Women's Hall programme, recruiting and managing discrete volunteer teams, working closely with/supported by site staff and the steering committee.

Specifically, the post holder will be responsible for recruiting and leading volunteer teams to develop and deliver the following strands:

- Exhibition research and design: volunteers will research individual members of the ELFS and their activities using a range of archival sources, and represent their histories in the exhibition via panel text or by other means (February-April)
- The Women's Hall Events Collective: a volunteer group will be responsible for curating free public events to take place in the exhibition space, each of which will relate to Sylvia Pankhurst, the ELFS and its concerns, including how these are still relevant in the present day (April-October)
- ELFS Online – volunteers will collect digital versions of ELFS-related imagery from various sources and upload them to a special Digital Gallery online (May-October)
- 'Cost price restaurant' - a pop-up kitchen on site serving meals at special events during the project. In the spirit of the original Cost-Price Restaurants, these meals will be offered at a low cost (or free to specific invited audiences) and use donated food where possible. (June-October)

The Women's Hall will be a free, interactive exhibition with associated public programme of talks and participatory heritage events, running from 29 May- 20 October 2018 inclusive. The post holder will begin work asap in late February 2018, recruiting volunteers and developing a detailed plan of activity.

Person specification

- Loves team-working and collaboration with people from a range of backgrounds
- Well-organised, motivated, confident and engaging
- Knows how to lead and get the best out of a volunteer team
- Superlative communication skills
- Event planning and operations experience
- Experienced administrator, with proven project management experience
- Good financial and budget management skills and, accurate record keeping
- Interest in East End and/or women's history
- Experience working on HLF or similar community arts/heritage projects
- Experience of mass catering in some form (eg cookery, food service, or food poverty initiatives such as food banks)
- Familiarity with East London's grassroots community sector
- Demonstrable commitment to equal opportunities

Main Duties

- Recruiting and managing at least 24 volunteers across the four project strands
- Taking responsibility for the successful delivery of the assigned volunteer project strands



LOTTERY FUNDED

- Convening regular and frequent volunteers' meetings and discussions
- Enlisting external support and/or sponsorship from third sector and/or private sector, so as to deliver the catering offer
- Approaching relevant grassroots organisations and inviting them to use the space free of charge for their participants
- Keeping accurate records of all items of expenditure, including volunteers' expenses
- Reporting to steering committee and staff at monthly meetings
- Contributing to the monitoring and evaluation of the project's success

Flexible working days

The number of working days per month will vary according to project deliverables, but it is expected that approximately 3 days a week will be required to be worked in the first five months of the project term, reducing to 2 days a week or less in the latter months.

To apply

Please submit a CV and covering letter via email to Tamsin Bookey, THLHLA Heritage Manager, on tamsin.bookey@towerhamlets.gov.uk. The covering letter should outline:

1. Your interest in, experience and suitability for the post
2. How you meet the person specification outlined above
3. Your proposed methodology for recruiting the volunteers and addressing the duties outlined above

CVs accompanied only by a generic cover letter will not be responded to.

Closing date for applications: 9am on Monday 12th February.

Interviews will take place on Friday 16th February.

For further information, contact Tamsin Bookey, Heritage Manager on 0207 364 1293.

This project is funded by the Heritage Lottery Fund