

## Job Description

### Project Officer– Manchester China Town Archives Project

**Salary: £24,000 (PRO RATA)**

**Fixed Term Contract (12 Months)**

**Part Time (21 hours per week)**

**Annual Leave entitlement: 12 days**

The post holder will be based at the Manchester Chinese Centre, 67 Ardwick Green North, Manchester, M12 6FX.

#### **Main Purpose of the Job:**

To manage volunteers and young people involved in the project.

To organise and manage the oral history interviews and digitisation.

To promote the use of the web site and the project.

To work with our partner the Museum of Science and Industry (MOSI) to create the exhibition and interpretive materials.

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#### Duties and Responsibilities

1. Recruit and supervise volunteers and young people undertaking oral history, digitisation and research.
2. Co-ordinate training of volunteers and young people.
3. Actively participate in the promotion of the web site through an exhibition and learning events.
4. Project manage the project for the duration of the contract.
5. To liaise with all partners on the project including Manchester Archives and Local Studies, Museum of Science and Industry (MOSI), North West Sound Archive and the Chinese community.
6. Actively pursue own continuous development and take full advantage of training provided.

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## Person Specification

### Project Officer – Manchester China Town Archives Project

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#### For this job we are looking for:

##### Essential

A passion for history and heritage

Proficient in the use of English

Proficient in the use of the Cantonese and / or Mandarin

Experience of using word processing, database and other I.T. packages.

Experience of managing and supervising volunteers.

Experience of collecting/documenting oral histories

Active listening and verbal communication skills for effective interaction with staff, young people and volunteers

Ability to deal effectively with multiple workload demands

Proven ability to work on own initiative as part of a small team

Good time management skills and ability to prioritise tasks

Commitment to the aims & objectives of Manchester Chinese Community Centre

Commitment to the organisation's equal opportunities policy

##### Desirable

Experience of working in the archive, museum or heritage profession

Experience of creating exhibitions and interpretive materials

Experience and knowledge of Chinese culture

Experience of creating web based material

Experience of project management