

## The David Livingstone Trust



### **Job Description**

#### **Volunteer Coordinator**

Location: Initially Burgh Business Centre, Rutherglen then the David Livingstone Birthplace Blantyre

Reporting to: Learning Manager / Centre Manager

Responsible for: Volunteers

### **Background**

At end of March 2017, the David Livingstone Trust (DLT) took over the management of the Centre from the National Trust for Scotland who had managed and operated the site for some 17 years. DLT is therefore in the process of establishing a small management team to lead the Centre into an exciting future which includes 'The Birthplace Project', an ambitious plan for a £6.3-million-pound refurbishment of the historic buildings, redesign of the exhibition and conservation of key pieces of its 3,000-piece Collection. The project is being funded by the National Heritage Lottery Fund (NHLF), the Scottish Government and Historic Environment Scotland. The capital building project commenced in July 2018 and is now in the midst of the building project with a full opening of the re-furbished site in Spring 2020.

The Volunteer Coordinator role will help support the planning and implementation of the Volunteer Programme as the key part of the David Livingstone Birthplace operations. The individual whom we are seeking therefore must be a highly-organised individual who has the ability and willingness to be involved with a range of projects. The key aim of the role is to maintain the Trust's status as being largely volunteer run. The project will also seek to engage with new audiences specifically new volunteers through a range of activities.

### **Role Summary**

This is an exciting time for DLT; an opportunity for rebirth and re-establishing the ethos of the Centre, enabling discussion around the life and values of David Livingstone. The Centre deserves to be driven by people with commitment and enthusiasm who will bring a new perspective to ensure sustainability and future prosperity.

The post holder will work with the paid staff and volunteer team to scope, plan and implement procedures for the effective management of the Trust's Volunteer Team. The role will focus on setting up new procedures developing existing and to ensure that the volunteer team is established to operate the David Livingstone Birthplace to expected quality standards. This will include the recruitment of additional volunteers to supplement the existing team, as well as undertaking activities that will engage and enthuse our volunteers, including organising training to ensure they are compliant with all legal requirement.

More detailed descriptions of David Livingstone Trust (DLT), the Centre and the Birthplace Project are provided in the Appendix.

This project role is available on a consultancy basis to a suitably experienced individual and will be based on 14.5 days per month. A fee of up to £20,000 is available and the post is initially for a 12-month period. However, there is some flexibility about the number of days and period that will be worked, and this will be agreed with the successful candidate, depending on the needs of the project.

### **Job Purpose**

- To plan, establish and implement a Volunteer Team that successfully operate the David Livingstone Birthplace.
- To ensure that a suite of management procedures is in place to ensure that the management of the Volunteers is functional and easy to manage on an on-going basis for the David Livingstone Trust operational team.
- To initiate, trial and deliver a scheduling procedure for volunteers.
- To produce, review and revise policies and procedures for volunteers ensuring that they are comprehensive and up to date.
- To establish induction procedures and facilitate the induction of new volunteers into the organisation
- Arrange training opportunities for volunteers.
- To recruit new volunteers for specific roles and projects
- To support volunteers to carry out their roles within the organisation, including (but not limited to) informal learning activities, tours, documentation, research.
- To coordinate activities for the Garden Volunteers and work closely with the team to ensure their needs are met through training and support.
- To work with the Birthplace Project Team, and specifically the Learning Manager to successfully launch the re-furbished buildings and visitor operation, with the Volunteers at the heart of this.
- To reach out to audiences who do not usually engage with museums and heritage.
- To participate in relevant social media content.
- To support funding applications
- To support the Monitoring and Evaluation procedures and report back to the Learning Manager and Centre Manager.
- To cooperate with the team to ensure that volunteers are valued, and volunteer activities reflect their interests and needs, whilst also helping to ensure the smooth-running of the Birthplace Project activities and museum operations.

### **SKILLS**

- Excellent organisational and forward planning skills
- Experience of implementing organisational administrative policies and procedures
- Ability to work effectively on an individual basis and as part of a team.
- Flexible approach to working patterns.
- Methodical approach and good attention to detail.
- Good IT skills and a competent user of Microsoft Office, specifically the reporting functions of Excel
- Excellent communication skills.
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- Flexible, confident approach with the ability to work independently or as part of a team.

- Experience of working with and managing volunteers.
- Experience of planning projects or services.
- Good organisational skills and the ability to manage a variety of tasks.
- A flexible and non-judgemental approach to people and work
- Knowledge of current policies and good practice in managing volunteers.
- Hands on experience of working with volunteers and of setting up procedures to help work and manage them

### **Applications**

Applications for the role in the form of a CV and covering letter should be sent to [grant.mackenzie@dltrust.uk](mailto:grant.mackenzie@dltrust.uk) by noon on

References will be required by the successful candidate.



The post is funded by the National Lottery Heritage Fund.

## **Appendix 1 – The David Livingstone Trust**

DLB is owned by the David Livingstone Trust (DLT) and the constitutional responsibility of DLT is to hold and maintain a National Memorial and Museum on the site of Livingstone's birth, which is made available to the public, providing an interesting, educational and enjoyable cultural experience. The Trust achieves this by:

1. Preserving in good physical order the present buildings which contain the birthplace of David Livingstone and the immediate environment.
2. Bringing together, holding, adequately housing, conserving and documenting a collection of specimens being of historical, artistic, scientific and ethnographical association with the life and times of David Livingstone, Blantyre, Scotland and the countries associated with his explorations.
3. Stimulating public interest in the Birthplace as a focal point of education and of interest in the life and times of David Livingstone.
4. Displaying and publicising the Collection for the public benefit.
5. Promoting and assisting in the collating and recording of the historical, ethnological, archaeological, biological, geological or other related information appropriate to the purpose of the Museum.

## Background

The David Livingstone Birthplace (DLB) is located on the site of the former Blantyre Mill. Established as the Scottish National Memorial to David Livingstone in 1929, it comprises Shuttle Row, the mill workers' tenement block in which David Livingstone was born and raised; an important, accredited museum collection; and a visitor centre, all set in 11 hectares of parkland along the banks of the River Clyde.

David Livingstone (1813 – 1873) was born in Blantyre Mill, a poor mill worker's son. Inspired by the ideas of the Scottish Enlightenment, by faith and by the mill's commitment to workers' education, he would go on to become a world-renowned explorer, medical missionary and anti-slavery campaigner. Hailed as 'Africa's First Freedom Fighter', Livingstone remains a positive example of international solidarity and his story presents Scottish history, culture and learning within a truly global context.

Blantyre Mill was built in 1785 and was a major industrial location on the Clyde. It was contemporary with New Lanark, founded on similar enlightened principles with a strong focus on the improvement and education of its large workforce. The mill continued to operate until 1904 and by the 1920s Shuttle Row had degenerated into a slum. However, the mill's history as the birthplace of David Livingstone inspired a campaign by local people to preserve it as a lasting monument. Following a general mobilisation of the Sunday Schools of Scotland, the Shuttle Row buildings were saved and refurbished as the heart of the Scottish National Memorial to David Livingstone. The A-Listed Shuttle Row comprises an 18th century tenement and terrace, outbuildings and a forecourt, describing the former communal courtyard and laundry area. The main building, a rare surviving example of early industrial housing, houses the Livingstone birthplace museum over three floors. It includes the restored single room where Livingstone was born and a sequence of galleries containing interpreted displays. The adjoining buildings contain offices, stores and meeting space.

## The Collections

The Livingstone birthplace collections are unique and internationally significant. At their core are many of the items that were saved and returned to Britain by Livingstone's African companions, alongside material donated by Livingstone's friends, family and neighbours. As such they represent a remarkable, international effort by community members across a considerable stretch of time to create a material record of Livingstone.

This collection continues to be subject to important new research.

Another important part of the collections is the Blantyre Works Library, a unique surviving early worker's education resource and an important educational foundation for Livingstone's remarkable journey. DLB is an accredited museum.

## Gardens and Landscape

David Livingstone's Birthplace is located within 7 hectares of parkland and woodland on the banks of the River Clyde. The grounds contain gardens, children's play areas, walking trails, and archaeological remains of Blantyre Works Village. The site sits within the Clyde River Strategic Wildlife Corridor and a large part includes a section of SSSI designated woodland, woodland regeneration habitat and wetlands. It is also home to a wide range of animal species including bats, otters, badgers and heron.

The park is an important asset for the local community, in terms of dog walking and children's play.

### **The David Livingstone Birthplace Project**

The David Livingstone Trust is now embarking on a major project to refurbish Shuttle Row and the African Pavilions to create a high-quality museum and visitor centre, with improved facilities enabling us to deliver a memorable visitor experience rich with opportunities for learning and enjoyment.

When the Birthplace project is complete, a vibrant new visitor destination telling the story of the remarkable life and heritage of David Livingstone will have been created. This story sets Scotland in a global context and presents a compelling universal example of what each of us can achieve – and what we must offer the world. Given the importance of our Collection we intend to become a centre for research; and deliver learning and public programmes to support schools, community regeneration and international partnerships. We intend to raise the profile of the Centre during the construction phase through a lively programme of learning and participation, leading to a major series of launch events to mark the reopening of the Centre and then an ongoing programme of activities and outreach. The Centre will be recognised as a hub for disseminating ongoing academic research into David Livingstone with links to a wide range of audiences in the UK and Africa. The Centre has developed detailed guidance for the first few years of redevelopment in the form of an Activity Plan and a Collections Care Management Plan and is seeking highly experienced staff to deliver these to fulfil the potential of the refurbished Centre.

Further information can be found at <https://www.david-livingstone-trust.org/>