



Job description

Job Title: Self-employed Traditional Baskets Project Officer

Salary: £4200

Hours: 40 days work at £14 per hour (1.5 days per week for 6 months)

Reports to: BA Traditional Baskets Steering Group

General overview:

Researching, recording and passing on basketry skills and knowledge for the future

This is the second phase of the Traditional Baskets of the UK project funded by the BA and the Worshipful Company of Basketmakers. It is being delivered in partnership by the BA and Heritage Crafts.

The post holder will administer and coordinate the collection of data on traditional baskets and work with the Traditional Baskets Steering Group to collate this data. The long term aim is that this will lead to an online record and resource of traditional basketry in the UK.

This project is intended to support the strategic aims of the Basketmakers' Association and the Heritage Crafts Association in their shared aim to nurture and celebrate basketry skills for their own intrinsic value and cultural importance.

Principal purpose:

- To administer and coordinate traditional baskets data collection;
- To coordinate volunteers in collecting data;
- To provide general administrative assistance to help achieve the project outcomes.

Key tasks and responsibilities:

- Be the main point of contact for the Traditional Basketry project;
- Promote and publicise the project to BA members and more widely;
- Identify key sources of data and basketry resources;
- Process data and upload to cloud storage;
- Coordinate research volunteers in collecting data;
- Help develop strategy for ensuring sustainability and long term future of Traditional Basketry project.

Monitoring and reporting

- Reporting back to the Traditional Baskets Steering Group;
- Produce written progress reports for the funders.

General/other

- General administrative tasks to support and achieve the project outcomes.

Person specification

Essential criteria

- High standard of general administrative skills, including routine office tasks such as answering emails, keeping records, processing data;
- High level of interpersonal, written and verbal communication skills;
- Experience of building good working relationships with a wide range of people from different walks of life;
- High level of IT literacy, including word processing, email and spreadsheets;
- Interest in basketry and/or traditional crafts;
- Ability to be self-motivated, self-directed and well organized when working remotely;
- Ability to travel in the role of Project Officer;
- Ability to keep the Basketmakers' Association and the Traditional Basketry Project informed of progress with access to own PC/laptop, telephone/mobile;
- Access to a reliable broadband connection and contactable by phone during working hours;
- Commitment to adhere to and champion the mission and values of the Basketmakers' Association.

Desirable criteria

Experience of:

- Working in a charitable/not-for-profit organization;
- Working with volunteers;
- Website administration and/or development;
- Experience of working with WordPress;
- Working in the traditional crafts or heritage sector.

Deadline: 15th April 2024

Interview dates: week commencing 13th May 2024

Completed applications should be emailed to:

tbp@basketmakersassociation.org.uk