



## **Birmingham's Erratic Boulders: Heritage of the Ice Age Project Manager/Volunteer Coordinator**

**This document tells you how to apply, specifies what will be involved in the roles and what we are looking for in the candidate(s) to fill them, and contains the text of a press release about the project. Some photographs and a map are on the Earth Heritage Trust website at:**

**<https://www.earthheritagetrust.org/birminghams-erratic-boulders-heritage-of-the-ice-age>**

*One or two individuals are needed to fill these part-time roles from September 2021 to the end of 2022. We are looking for people with experience in project management/working with volunteers; geological expertise is not essential.*

*Applications should take the form of:*

- a) a one-page letter explaining your interest and suitability and making it clear whether you want to take up the Project Manager role, the Volunteer Coordinator role, or both.*
- b) a c.v. giving factual information on your educational and other qualifications and employment/volunteering history.*

Applications should be sent by email to [ehi@worc.ac.uk](mailto:ehi@worc.ac.uk)

**Closing date 10<sup>th</sup> August 9 a.m. with interviews on Monday 23<sup>rd</sup> August.**

# Birmingham's Erratic Boulders: Heritage of the Ice Age

## Project Manager/Volunteer Coordinator

### Role Descriptions

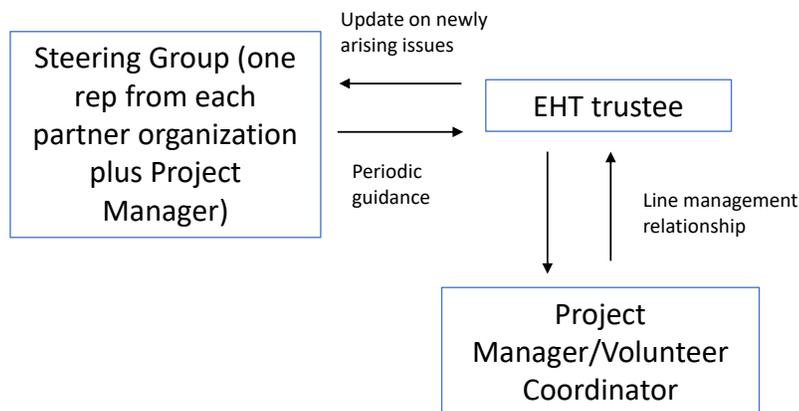
**Post title(s):** Two project roles that may be undertaken by one or two individuals: Erratic Boulders Project Manager and Erratic Boulders Volunteer Coordinator.

**Responsible to:** Appointee of Herefordshire and Worcestershire Earth Heritage Trust (EHT) and oversight by Project Steering Group

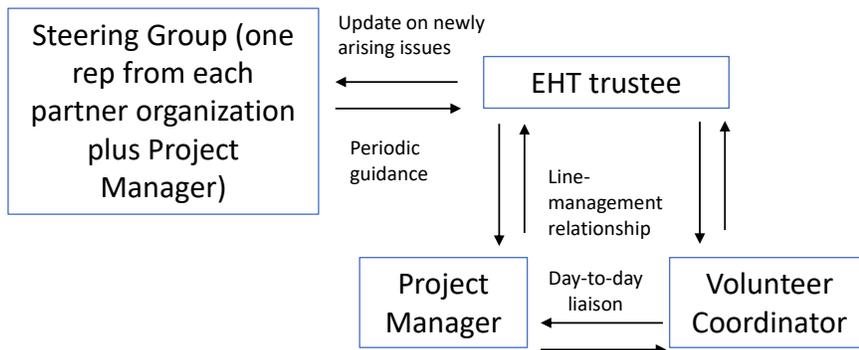
**Hours** Total for the two roles 224 days within the period September 2021 to December 2022 (approximately equivalent to 0.57 full-time equivalent in total over 15 months). Work pattern by agreement with line manager in order to meet project objectives. Time division between roles to be agreed after interview and subject to modification by mutual agreement.

**Status:** Self-employed consultant(s).

**Salary:** £125/day for Volunteer Coordinator role and approximately £135/day for project manager, depending on time split between the roles.



Relationship diagram if  
one post-holder  
appointed



Relationship diagram if  
two post-holders  
appointed

## **Overall Aim of the Project**

The project aims to develop understanding of and engagement with the heritage of glacial erratics in SW Birmingham and N Worcestershire by the development of walking and cycling trails and associated public events and legacy documentation.

### **In particular, the project will:**

- Develop the partnership of EHT with Birmingham Open Spaces Forum, Black Country Geological Society and Lapworth Museum of Geology to oversee and deliver the project.
- Encourage public curiosity in stones in their neighbourhood and provide them with feedback and knowledge
- Engage the public with ice-age erratics and perhaps rediscover lost erratics
- Develop display materials from project participants, a selection of which will be presented at a 3-month exhibition at the Lapworth Museum.
- Update an inventory and maps of the erratic boulders, publicizing data on erratics on public land.
- Launch a series of seven ice-age trails.
- Present the project at local events and recruit champions to maintain oversight of boulders after project completion

### **Main duties of the role-holders:**

#### **Project Manager**

The role of the Project Manager will be to coordinate the delivery of the project and be the primary point of contact with the National Lottery Heritage Fund including periodic written reporting.

- to maintain an overview of progress in each area of the project, liaising as appropriate with contractors and other organizations. This includes liaison with geologists connected with partner organizations to encourage their support for the project
- to participate in outreach events organized by the project
- to collect project materials and plan exhibition at the Lapworth Museum with the support of Museum staff
- to work with EHT trustees and consultants to compile and maintain an electronic database of the project including its presence on the Web and social media
- to assist the volunteer coordinator (if the two roles are delivered by different individuals) to participate in a programme of field visits to local groups and to train volunteers in leading such visits

#### **Volunteer Coordinator**

- The volunteer coordinator will front up public engagement and work closely with the Project Manager to deliver the project as a whole
- The public engagement activities will include recruiting and developing relationships with volunteers to assist with project activities including trail development and launch, publicity events, feedback on discoveries, and recruitment of Champions to have oversight of the trails after the end of the project.

### **Other duties of the role holder(s)**

The post holder will be required to:

- Undertake health and safety duties commensurate with the post and as detailed in EHT's Health and Safety policy;
- Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities;
- Present a positive image of the partner organizations and the National Lottery Heritage Fund as well as maintaining constructive relationships with other organisations;

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## Person Specification for Project Manager Role

Post title:	Erratic Boulders Project Manager
Responsible to:	EHT-appointed contact
Hours:	After interview a contract will be prepared for agreed number of days work, timing by mutual agreement, within the period September 2021 to December 2022. The total staff time is 224 days and the project manager role is likely to be roughly half of this.
Status:	Self-employed consultant
Salary:	Approximately £135/day (depending on job split)

### Knowledge and experience

It is essential that the post holder has:

- Previous experience related to project delivery

It is desirable that the post holder has:

- Experience of working with volunteers and managing contractors
- Experience of working outside
- An interest in geology

### Skills and abilities

It is essential that the post holder can demonstrate:

- An ability to pick up and communicate simple geological concepts within the remit of the project
- Excellent communication, organisational and people skills
- Good word processing and spreadsheet skills

It is desirable that the post holder has:

- An appreciation of the demands and practicalities of working for a volunteer-based organization and/or experience of working with a museum

### Other

- It will be necessary to work sometimes at weekends, for example for launch events

It is desirable that the post holder, with agreement with the project team, is mobile within the project area:

- The ideal would be an ability to be flexible with the use of public transport, cycling and walking to undertake suburban journeys and, if not, to hold a full valid driving licence
- If the appointee is mobility-impaired, the project partners will work with the National Lottery Heritage Fund to agree and fund a suitable scheme

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## Person Specification for Volunteer Coordinator Role

Post title:	Erratic Boulders Volunteer Coordinator
Responsible to:	EHT-appointed contact
Hours:	After interview a contract will be prepared for agreed number of days work, timing by mutual agreement, within the period September 2021 to December 2022. The total staff time is 224 days and the volunteer coordinator role is likely to be roughly half of this.
Status:	Self-employed consultant
Salary:	£125/day

### Knowledge and experience

It is essential that the post holder has:

- Experience of recruiting and motivating volunteers

It is desirable that the post holder has:

- Previous work experience related to project delivery
- Experience of working outside

### Skills and abilities

It is essential that the post holder can demonstrate:

- An ability to pick up and communicate simple geological concepts within the remit of the project
- Excellent communication, organizational and people skills
- Workable word-processing and spreadsheet skills

It is desirable that the post holder has:

- An appreciation of the demands and practicalities of working for a volunteer-based organization and/or experience of working with a museum

### Other

- It will be necessary to work sometimes at weekends, for example for launch events
- The post-holder will need to obtain an enhanced DBS check

It is desirable that the post holder, with agreement with the project team, is mobile within the project area:

- The ideal would be an ability to be flexible with the use of public transport, cycling and walking to undertake suburban journeys and, if not, to hold a full valid driving licence
- If the appointee is mobility-impaired, the project partners will work with the National Lottery Heritage Fund to agree and fund a suitable scheme

## Press release about the project 12/7/21



### Local organizations secure National Lottery support for Birmingham's ice age heritage

Four local organisations have worked together over the last 18 months to win an award of £112,800 from the National Lottery Heritage Fund for a project called “Birmingham’s Erratic Boulders: Heritage of the Ice Age”, it was announced today. The project will run from July 2021 to January 2023 and the award is to a partnership of the Herefordshire and Worcestershire Earth Heritage Trust, the Black Country Geological Society, Birmingham Open Spaces Forum and the Lapworth Museum of Geology. Thanks to National Lottery players, the project aims to restore the large boulders, which were brought from the mountains of North Wales in the Ice Age, to their rightful place as a prominent feature of Birmingham’s natural heritage and a source of local pride.

The organisations running the project are responsible for maintaining knowledge of landscape features and geology in our region and promoting the use of public open spaces. Seven walking and cycling trails covering several parts of SW Birmingham and the Bromsgrove District of Worcestershire will be publicized. There will be added value from moving some boulders short distances in Woodgate Valley Country Park so that the public can see them. The organisers are also excited about finding creative ways of engaging people with a mobility or visual impairment in the project.

At the beginning of the 20<sup>th</sup> century, hundreds of boulders moved by ice (erratics) were known in the area, mostly volcanic rocks from north Wales, but also including hard rock from Rowley Regis. Now we know of only four dozen survivors including clusters in Kings Norton, Bournville, Frankley, Romsley, Bromsgrove and Cotteridge and Selly Oak Parks, and a lone boulder in Cannon Hill Park. One of the project aims is to engage the public in finding some of the boulders that have been lost and discovering some geology in the process, for example by coming to see displays and a concluding exhibition at the Lapworth Museum of Geology at the University of Birmingham. The Lapworth will also be hosting many school groups, including those with boulders within walking distance.

The Earth Heritage Trust will coordinate the different parts of the project and will engage one or two part-time staff to lead the project as a whole and the work with volunteers. We will build on the enthusiasm of volunteers, many of whom belong to local groups affiliated to the Birmingham Open Spaces Forum. They will keep an eye on the boulders and lead groups of all ages on the new trails. Both the Earth Heritage Trust and the Black Country Geological Society will use their networks to bring geologists in contact with the public to spread the word about the heritage. They will also decide on the best sites to be protected via the local authorities in the planning process.

A special local group will be set up in Frankley to design a geological time line along the centre of the district running from 450 million years, when the volcanic rocks formed in what is now Wales, to 450 thousand years, when the ice moved them to Birmingham. Use will be made of 3-D printing and other resources from the Lapworth Museum of Geology, for example to make replicas of fossils that represent different geological time periods.

Commenting on the award, Earth Heritage Trust chair Ian Fairchild said: “100 years ago, the Birmingham public were excited to learn about these relics of the Ice Age, but the boulders have been disappearing. We’re delighted that, thanks to National

Lottery players, our partnership of local organisations has received this support to bring the boulders the prominence they deserve. They are the only visible relics of what happened deep in Birmingham's history!

### **About Herefordshire and Worcestershire Earth Heritage Trust**

The Trust was set up 25 years ago to promote conservation of geology and landscape in the region. It has designated many Regionally Important Geological Sites (now Local Geological Sites) and is active in site conservation through working parties and site champions. In the last decade, mainly through a series of National Lottery Heritage-funded grants, sector-leading projects have been completed on site conservation strategies, building stones, of app development and integrating geology with biological conservation practice (in partnership with wildlife organisations). The Trust provides professional geological expertise and advice and has a programme of geoeducation and public engagement. [www.earthheritagetrust.org](http://www.earthheritagetrust.org)

### **About the Black Country Geological Society**

The Black Country Geological Society was formed in 1975, is based in Dudley, and has always had strong connections with neighbouring Birmingham. Members come from a wide variety of backgrounds including professional geologists, interested amateurs, teachers, and students. The Society provides a programme of talks with invited speakers, field visits to local and more distant sites, and has an active geoconservation programme to maintain local geological sites. In future much of this work will be run in liaison with the recently established Black Country UNESCO Global Geopark. [www.bcgs.info](http://www.bcgs.info)

### **About the Birmingham Open Spaces Forum**

Birmingham Open Spaces Forum CIO (BOSF) is a membership organisation set up in 2005 that brings together people in Birmingham with an interest in parks and green open spaces. We support groups who want to ensure that green spaces are accessible to people who live and work across the city. We create opportunities for groups and individuals interested in open spaces to share skills, knowledge and experience by arranging networking and knowledge exchange events. We help new groups to set up, create a community voice and produce regular updates about funding, training, events and other information of interest to our members. <https://bosf.org.uk/>

### **About the Lapworth Museum of Geology**

Enabling visitors to explore life over the past 3.5 billion years, the Lapworth Museum of Geology showcases exceptional objects from one of the UK's most outstanding geological collections. From rocks and fossils to minerals, earthquakes, and dinosaurs, the Museum captures the imagination of all ages and backgrounds with its state of the art, free-entry galleries and range of innovative and interactive exhibits. Its mission is "To preserve, develop and share collections and knowledge of Earth Sciences in order to stimulate learning, research and enjoyment for the widest possible audience." More information about the museum including how to visit and our programme of events can be found at [www.birmingham.ac.uk/facilities/lapworth-museum](http://www.birmingham.ac.uk/facilities/lapworth-museum) or on our social media pages @LapworthMuseum.

### **About The National Lottery Heritage Fund**

Using money raised by the National Lottery, we **Inspire, lead** and **resource** the UK's heritage to create **positive and lasting change** for people and communities, now and in the future. [www.heritagefund.org.uk](http://www.heritagefund.org.uk).

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