



# Shanghati Literary Society

**Project title:** Poetry in East End Bengali Migrant's Life 1960-1980:  
*Poetry the Inseparable Part of Bengali Life*

## JOB DESCRIPTION

**Job Title:** Project Co-ordinator

**Grade:** £14,600 pa inclusive  
2.5 days per week for until December 2016

**Report to:** Shanghati Literary Society Secretary

**Accountable to:** **Shanghati Literary Society** (Chair, Secretary and Treasurer)

**Hours of Work:** 17.5 hours per week

**Annual Leave:** 20 days or pro-rata

### **Job Purpose :**

To be responsible for the delivery of an exciting new project called **Poetry in East End Bengali Migrant's Life 1960-1980: *Poetry the Inseparable Part of Bengali Life*** funded by the Heritage Lottery Fund. The co-ordinator will have responsibility for recruiting community volunteers and providing them with training on oral history, curatorial presentations and archival research. She / he will help volunteers to record oral history of forty community poets, collect 100 Bengali and English poems, and produce a printed book and an illustrated exhibition, which will be showcased in the project end celebration to be held at Tower Hamlets Local History Library and Archives.

### **Main Duties and Responsibilities:**

1. Undertake publicity, organise events and recruit community volunteers with a potential interest in learning about the the rich heritage of poetry in East London during 1960-80, particularly focusing on the Bengali community.
2. Liaise with Tower Hamlets Local History Library and Archives, Oral History Society, community groups, places of learning and secure their support and help maintain good partnership working.

3. Co-ordinate the community-volunteers and provide them with appropriate training, assistance, expenses and other relevant support.
4. Book mentors / trainers, venues for running activities.
5. Support the community volunteers to undertake oral history interviews, collect poems, translate them into Bengali and English and produce a book.
6. Keep all records, including evidence of activities and financial expenditures.
7. Produce regular reports as directed by the Secretary of Shanghati Literary Society.
8. Undertake website development and project evaluation.
9. Organise the end of project celebration and book launch at Bancroft Local History Archives and Library
10. Attend Shanghati management committee meetings as required and provide regular written and/ or verbal reports.
11. Work unsociable hours during some evenings and weekend work as necessary or as requested by the Secretary of Shanghati.
12. Carry out any other duties necessary for ensuring the effective and high quality delivery of the project.

### **Confidentiality**

In the course of every employee's duties they will have access to confidential information about users, members of staff and management committee members. Therefore the project coordinator need to abide by the following:-

1. On no account must information relating to identifiable users and members of Shanghati be divulged to anyone other than authorised persons.
2. Similarly, information relating to staff records or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority.
3. Breaches of confidentiality will result in disciplinary action.

If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, seek advice from Shanghati Secretary.



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## PERSON SPECIFICATION

Specification	Essential	Desirable
<b>Education and Qualifications</b>		
1. Degree level qualification	✓	
2. Evidence of continuing professional development	✓	
<b>Experience</b>		
3. At least three years' experience of working with London's diverse communities and involving volunteers in complex project based activities	✓	
4. Experience of undertaking creative project development / delivery in multi-cultural settings	✓	
5. Experience of working with multiple agencies and organisations in creative community projects, including securing their continuous support to achieve project objectives	✓	
6. Experience of recruiting community volunteers, facilitating appropriate training and motivating and supporting them to undertake complex project activities	✓	
7. Experience of undertaking oral history, research and heritage related work	✓	
8. Experience of working on own initiative with minimum support and supervision.		✓
<b>Knowledge and Abilities</b>		
9. Knowledge of the history of East London, particularly during 1960-80, post war immigration and the Bengali community	✓	
10. Knowledge of resources of archival information on poetry during 1960-80.	✓	
11. Ability to undertake high quality research on heritage matters and produce written	✓	

interpretations and explanations		
12. Able to deal effectively with people in a variety of levels and situations, in statutory, private and voluntary sectors	✓	
<b>Communication and IT Skills</b>		
13. Ability to write and present reports.	✓	
14. Ability to lead on website development and produce regular updates	✓	
15. Have highly developed IT skills, including an ability to use a range of software packages, such as Microsoft Office, Photoshop and Quark Xpress / Adobe Pagemaker.	✓	
<b>Other Requirements</b>		
16. Have good understanding of and commitment to equal opportunities.	✓	
17. Is able to undertake flexible working and willing to learn to meet project delivery needs.	✓	
18. Approachable, non-judgemental and reliable.	✓	