



**Dear Applicant,**

Thank you for your interest in the post of Events Programme Coordinator at Winterbourne Medieval Barn. **The closing date for applications is 12 noon Saturday 13 November 2021 and interviews will take place at the Medieval Barn on Monday 22 and Tuesday 23 November 2021.** Interviews will be in-person, but please do let us know on your application if there are specific circumstances that prevent you attending in person on these dates, as virtual interviews will be considered.

This letter is intended to help you complete the application form. Please read it carefully before completing your application form and if you have any questions, difficulties, or would like the form in a different format please contact Hazel Hatton [hazel.hatton@winterbournebarn.org.uk](mailto:hazel.hatton@winterbournebarn.org.uk).

Winterbourne Medieval Barn Trust is committed to diversity and inclusivity. With this in mind, please contact us if you would prefer to apply in a different format.

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays a crucial part in the selection process, helping us to shortlist candidates for interview, and as a basis for the interview itself. It is important that you complete the form in full – you may also attach your CV if you wish.

The job description sets out the main duties and responsibilities of the post and the knowledge, skills and experience we are looking for is in the person specification.

We prefer to receive applications by email so if you wish to apply electronically, you will need to download the form onto your computer, complete it and return it via email to [sue.parsons6@btinternet.com](mailto:sue.parsons6@btinternet.com)

The 'Supporting Statement' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description. Please remember that those involved in the selection process cannot make assumptions about you - **tell us everything relevant to your application and complete all the sections on the form.**

#### **Data Protection**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a

maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

### **Equal Opportunities**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process. The Trust seeks to employ a workforce that reflects the diversity of backgrounds and cultures within which we operate and to provide a working environment free from any form of harassment, intimidation, bullying, victimisation or discrimination. We will treat individuals openly and fairly with dignity and respect, and value their contribution towards providing a quality service to our visitors and customers.

### **Work Permits**

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on this form.

## **Winterbourne Medieval Barn Trust**

### **Winterbourne Medieval Barn**

The £1.7m Winterbourne Medieval Barn redevelopment project will conserve and enable new uses for the magnificent Grade II\* listed 14<sup>th</sup> century Court Farm Barn and associated out buildings, ensuring long-term sustainability for this nationally significant heritage asset by placing it at the heart of the local community. The project has received a grant of £936,600 from the Heritage Lottery Fund towards its delivery costs, which includes a comprehensive programme of activities.

The site, which is owned by South Gloucestershire Council, is currently operated under licence by Winterbourne Medieval Barn Trust. The Trust looks after the site on a day to day basis and offers a range of community, social and cultural activities throughout the year including Medieval Fayre, Orchard Harvest Day and Carols in the Barn.

The project has opened up access to the entire site, providing a range of interpretive experiences within these spaces, offering a new year round heritage and rural craft themed activities programme for people of all ages - including a schools programme – and expand the Barn's successful public events programme. Opportunities for volunteers will be greatly extended.

The project will also enable the site to be made available for more income generating activities, including commercial hire by community groups and individuals, and

rentable workshop space for artisans practicing traditional crafts. This will help bring the site back into daily use and sustain its long term future.

The former Cart Shed has already been developed as a separate project and has served as the venue for many of the learning activities, both during the redevelopment of the rest of the site and this will continue when the site opens to the public in spring 2020. The Trust will move to a new business model with paid staff running the site operations under the terms of a new 25 year lease from South Gloucestershire Council.

For further information about Winterbourne Medieval Barn Trust please visit us at <https://www.winterbournebarn.org.uk/>

**Should you wish to discuss this role informally prior to submitting your application, or to arrange an informal visit to the Medieval Barn, please contact Hazel Hatton, Business & Development Manager, [hazel.hatton@winterbournebarn.org.uk](mailto:hazel.hatton@winterbournebarn.org.uk)**