



JOB DESCRIPTION & PERSONAL SPECIFICATION: HEAD OF SOLIDARITY

Post Title: Head of Solidarity

Contract Type: Full Time, Permanent

Salary: £45,000 pa

Responsible to: Chief Executive

Responsible for: Community Organiser, Volunteer Co-ordinator

Hours: 37 Hours Per Week

Location: Redhills, Durham Miners Hall

Probationary Period: 6 Months

Holiday: 25 days, plus bank holidays

Notice Period: Prior to end of probationary period: 1 week

Following completion of probationary period: 2 months

DBS Check: We welcome applications from people with diverse backgrounds and experiences. If you have an unspent criminal conviction, you must let us know when you apply. If appointed, you will need to complete an enhanced Disclosure and Barring Service (DBS) check (and renew it regularly). Having a criminal record does not automatically disqualify you from working with us. We will consider the nature of any conviction, when it happened, and how it relates to this role and our organisation. If you would like to discuss this before applying, please contact us.

References and Right to Work: Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.

ABOUT REDHILLS

The magnificent Redhills Miners' Hall is Durham's other cathedral. It's a building in which community power literally changed Britain. **We believe it can do so again.**

It was here, in Redhills' unique Pitman's Parliament, that the collective strength of ordinary working people achieved the extraordinary. They built the forerunner of Britain's welfare state, transforming the health, education, housing and leisure of our working class communities. They built a self-made tradition and culture which bound the people of Durham together.



The Durham Miners Association has passed the stewardship of Redhills to a new charity, Redhills CIO, which is renewing the building and returning it to the communities whose values inspired it, whose resilience sustained it, and whose labour paid for it.

The building is a venue for cultural events, conferences, celebrations and exhibitions and offers an audio-visual guided tour. It has office space for local organisations. Redhills CIO is a not-for-profit charity but aims to generate enough income from activities in the building to be sustainable.

Beyond the building, Redhills CIO aims to revitalise coalfield communities by building and convening a network of powerful self-organised groups, with Redhills at its heart, that can build a solidarity economy that changes people's lives.

OUR CAUSE

We harness the power of the Durham Miners' living heritage to inspire and empower our coalfield communities to take collective action to change their own lives.

OUR 3 MISSIONS

1 > Build pride, confidence and hope

Re-establish Redhills as the focal point to celebrate the living heritage and culture of County Durham's coalfield communities.

2 > A community network and parliament

Convene a powerful network of self-organised groups to come together to solve shared problems by building a solidarity economy.

3 > A beacon for marginalised communities

Build a campus to foster social, economic and political education and prototype, study and disseminate ways to build the solidarity economy.



PURPOSE OF THE POST

As Head of Solidarity, your role is to engage the widest number of people as deeply as possible with Redhills' Cause. Underpinned by our mass free membership and paid Marras membership strategies, you will involve them in activity in the building, with our online content and in our community groups and work.

You will grow the building's community programme including tours, school visits, public meetings and community takeover days. You'll lead the establishment and co-ordination of a network of community groups, set up to harness the power of their area's living mining heritage and to inspire collective action to build a solidarity economy. You'll lead Redhills branding and marketing functions and be responsible for research and evaluation.

DUTIES AND RESPONSIBILITIES OF THE ROLE

1. Lead the planning and delivery of community programme including tours, school visits, public meetings and community takeover days.
2. Make sure programmes are delivered within budget and make the best use of available funding.
3. Contribute to fundraising efforts, including supporting funding bids and reporting, where relevant to your role.
4. Build and maintain relationships with community members, delivery partners, funders, schools, and cultural organisations.
5. Represent Redhills in external meetings and networks that support our engagement goals.
6. Manage the Redhills archive and collection, helping to make it more accessible to the public through exhibitions, events, and digital projects.
7. Develop activities that build pride, confidence and hope by celebrating the living heritage and culture of County Durham's coalfield communities.
8. Act as webmaster for redhillsdurham.org and our social media channels
9. Oversee marketing and communications for our engagement programmes, ensuring our public-facing content reflects Redhills' values and voice.
10. Undertake or commission any research and evaluation required.
11. Work with freelance designers, copywriters, and digital specialists as needed.
12. Line-manage the Volunteer Coordinator, our Community Organisers and marketing freelancers.
13. Provide staff with regular support and opportunities to develop, and create a positive, inclusive working environment.
14. Work closely with the Head of Operations to promote a fair, safe, and supportive workplace for all.
15. Work with the Finance Controller to set and monitor budgets for engagement activities.
16. Be part of the Leadership Team.

SUPPORT AND WORKPLACE ADJUSTMENTS

We are committed to making reasonable adjustments to support employees with disabilities or accessibility needs. This includes providing appropriate equipment, adaptations, or other workplace adjustments to enable staff to carry out their role effectively, in line with the Equality Act 2010.

YOUR RESPONSIBILITIES

As part of your role at Redhills, you will:

- Champion fairness and inclusion, ensuring that all colleagues and visitors are treated with respect and given equal opportunities.
- Handle confidential information responsibly, following data protection policies and good practice.
- Follow health and safety policies, ensuring a safe working environment for yourself and others.
- Be open to learning and development, growing your skills and knowledge as part of your role.
- Help keep children and vulnerable adults safe, reporting any concerns to the appropriate service and following Redhills' safeguarding policies.

This job description provides a general outline of your responsibilities. These may change over time, but any adjustments will reflect the nature and level of the role.

This role will require some weekend, evening and flexible working to work with communities and facilitate and take part in events.

PERSONAL SPECIFICATION

Essential Skills & Experience

- ✓ Understanding of the living heritage and culture of the Durham Coalfield.
- ✓ Understanding of the challenges facing Durham's working-class communities
- ✓ Experience working with or within grassroots community or trade union organisations.
- ✓ Experience working with community groups and partners
- ✓ Experience of organising events and meetings.
- ✓ Experience in fundraising and working with funders.
- ✓ Confident communicator – written, verbal and presentation skills
- ✓ Strategic thinker with attention to detail
- ✓ Adaptable and proactive, with a problem-solving approach
- ✓ Comfortable using Microsoft Office, Google Workspace or similar tools
- ✓ Understanding of evaluation (e.g. Arts Council England frameworks)
- ✓ Able to manage multiple projects and competing deadlines
- ✓ Strong project, budget, and time management skills
- ✓ Positive, inclusive leadership style – supports and motivates others
- ✓ Committed to fairness, inclusion and collaborative working

Desirable Skills & Experience

These are not essential, but would be useful:

- + Experience in community arts, culture or heritage engagement
- + Experience in the charity, voluntary or small organisation sector
- + Familiarity with archives or heritage collections
- + Able to use data to inform planning and evaluation
- + Experience managing small teams or freelancers
- + Willing to work occasional evenings/weekends for events (with notice)
- + Experience with CRM systems or audience databases