



LOWEWOOD MUSEUM, HODDESDON, HERTFORDSHIRE

Job description	Community Engagement Officer
Hours per week	22.5 (Flexible working to meet the needs of the post)
Responsible to	Museum Project Manager
Responsible for	Volunteers as required
Contract	This is a fixed term contract until 31 March 2025 (with a possibility of extension)
Salary	£15,000 per annum

Purpose of job

The Community Engagement Officer is being funded under the National Lottery Heritage Fund (NLHF) funded *Your Heritage, Your Museum* project. Working closely with the Museum Project Manager the post-holder will have a pivotal role in implementing and delivering community outreach activity across the Borough that enables people to explore and celebrate their heritage. The Community Engagement Officer will be responsible for:

Principal Tasks and Responsibilities

1. As directed by the Museum Project Manager, support the delivery of the NLHF funded project *Your Heritage, Your Museum*
2. Administrative duties to support the project as requested including budget administration, supporting evaluation and reporting, and facilitating stakeholder communications
3. In collaboration with the Museum Project Manager, devise and deliver a new on and off-site public programme, with particular responsibility for community outreach activities
4. Support the Museum Project Manager in the creation of a new digital engagement programme, including the creation of new digital content, and regular updating of the Museum's website and social media channels
5. Day-to-day coordination of the 'Community Curators' and project volunteer programme, including oversight of training and support needs, and expense administration
6. Supervise project volunteers and Community Curators as required
7. Ensure compliance with Health and Safety and Safeguarding regulations.
8. Support the development of effective partnerships with community groups and local organisations.
9. Promote and market events and activities.
10. Deputise for the Museum Project Manager as required

11. Duty management of the Lowewood Museum site as required

12. To carry out any other duties that may be reasonably required by the Trustees and are commensurate with the nature of the post.

Person Specification

	Essential / Desirable
Qualifications	
Educated to GCSE level or above	Essential
Skills and experience	
Experience of building and maintaining strong relationships with community groups	Essential
Excellent oral and written communication skills, including experience of writing for websites and/or social media	Essential
Able to work on own and as part of a team	Essential
Experience of planning and/or delivering public-facing events	Essential
Excellent computer literacy including knowledge of Windows based applications, ability to use Word, Excel, Outlook, PowerPoint and Internet applications to a high standard	Essential
Experience of administering projects and/or budgets	Essential
Ability to manage multiple deadlines and priorities effectively	Essential
Commitment to equal opportunities and maximising access and inclusion	Essential
Able to work evenings and week-ends as required	Essential
Experience of marketing and local promotions	Desirable

Experience of working with young people	Desirable
Experience of working with vulnerable adults	Desirable

25.07.2022

