



## Job Description

### Participation & Engagement Officer

<b>Purpose:</b>	To deliver the Seventeen Nineteen Activity and Interpretation Plan. To support existing and recruit new volunteers to co-deliver a participation and engagement programme aimed at attracting new audiences to the site and securing repeat users. To support site income generation.
<b>Responsible to:</b>	Centre Manager, Seventeen Nineteen
<b>Responsible for:</b>	Volunteers
<b>Number of days:</b>	5 days per week
<b>Job Level:</b>	<b>5</b>

### Task Description

The Churches Conservation Trust (CCT) is leading the development of the '**Seventeen Nineteen**' project that will transform Holy Trinity Church in Sunderland into a new venue for heritage, arts and learning. The project has secured a round two award from the Heritage Lottery Fund to conserve and develop the church into a vibrant venue for the city and the local community. The CCT is bringing together a project team who will help create new and exciting opportunities aimed at providing a sustainable economic future for the site which will reopen in late 2020.

Working in partnership with the Centre Manager, the Participation and Engagement Officer will identify and develop community networks and partnerships across the city and the region, in support of the site Activity Plan. The post holder will develop and deliver a programme of community learning, activities and events on and off site. The PEO will also be responsible for training and supporting existing and new volunteers to help deliver the participation and engagement programme and support the work of the Centre Manager.

## Key Tasks

### **1. Deliver, evaluate and report on the activities and interpretation plan**

- Actively engage with local communities, especially in identified target areas, to determine needs and encourage participation with the Seventeen Nineteen activity programme.
- Collaborate with designers and artists (internal and external) on the development and installation of interpretation materials working closely with the Interpretation Consultant
- Working with the Interpretation Consultant support the development and installation of interpretation materials produced by designers, artists and local groups.
- Monitor and evaluate the activities and interpretation elements of the project, including gathering project data and reporting on achievement of milestones and targets and feeding into CCT's KPI's and evaluation records.
- Undertake day-to-day administrative tasks including maintaining project programme and volunteering budgets, ordering resources, taking bookings and answering queries, organising external and internal educational visits and making regular reports to the Centre Manager
- Ensure all events and activities are coordinated with the site's booking system for external hirers and in line with CCT's current health and safety procedures
- Complete formal written reports including the final project report, as required.

### **2. Develop a programme of participation and engagement events**

- Create partnerships and liaise with local partners to develop and deliver learning opportunities for a wide ranging audience group, including schools and colleges, as set out in the Activity Plan
- Contribute to the development of a programme of special events, designed to attract newer audiences to the site and secure repeat visitors
- Contribute to the development and delivery of a programme of fundraising events, designed to generate income
- Develop and deliver community and family activities and events
- Act as Duty Manager as and when required.
- Be an ambassador for Seventeen Nineteen and attend events, presentations as required

### **3. Train and support learning volunteers**

- Work with local educational providers and training establishments to recruit and supervise interns and work experience placements, in line with CCT policies
- Manage and deliver the Seventeen Nineteen Volunteer Strategy in line with the CCT Volunteering Policy
- Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements

- Develop sustainable plans with the Centre Manager to enable the delivery of participation and engagement activities to continue beyond the current funding
- Work with the CCT Local Community Officer responsible for Seventeen Nineteen on general training and induction requirements for volunteers

## Additional Information

### Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff has a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

### Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

## Person Specification

Requirement	Essential	Desirable
<b>Education and Training</b>		
1. Level 3 qualification in a relevant area such as cultural heritage or arts management		X
2. 2-3 years' experience in a relevant area such as cultural heritage or arts management	X	
<b>Experience</b>		
3. Experience of delivering learning, community engagement, or audience development programmes	X	
4. Experience of local working with a range of local communities	X	
5. Experience of effective collaborative working with external partners and stakeholders and developing effective relationships.	X	
6. Experience of recruiting and managing volunteers	X	
7. Understanding and experience of managing budgets.	X	
<b>Knowledge, Skills &amp; Abilities</b>		
8. Knowledge of heritage sector learning, interpretation and access issues		X
9. Effective interpersonal, networking, communication, and presentational skills.	X	
10. Ability to take initiative, identify priorities and plan activities	X	

11. Understanding of the challenges of working within historic buildings.		<b>X</b>
12. Excellent ICT skills and the ability to be self-sufficient in terms of administration.	<b>X</b>	
<b>Personal Qualities</b>		
13. Self-motivated, enthusiastic, approachable and confident	<b>X</b>	
14. Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours.	<b>X</b>	
<b>Other</b>		

### ***Job Requirements***

- The post holder will be required to have an up to date enhanced DBS
- A willingness to travel, using public transport as far as possible
- Attendance at regional staff meetings and some full staff meetings in other parts of the UK
- It will be necessary to attend site visits and meetings in Sunderland/Newcastle as well as attend CCT meetings nationally.
- This post will also mean it is necessary to work some evenings and weekends according to the programme.

### **Key working relationships**

You will be expected to work closely with the Centre Manager, CCT regional colleagues, local partners, users of the Seventeen Nineteen, volunteers.