



Community Engagement Officer

Job Description and Person Specification

Post:	Community Engagement Officer
Location:	Office will be at the Workhouse Museum, with occasional work across all three sites in Ripon. Some travel to offsite venues.
Salary:	£20,260 pro rata (£13,689.19 per annum)
Hours of work:	25 hours per week. Hours can be worked flexibly but some hours may be evening or weekend.
Post length:	1 year fix term contract
Responsible to:	Community Curator
Safeguarding:	This position is subject to an enhanced Disclosure and Baring Service (DBS) check.

Job Description – Job purpose, duties and responsibilities

This post is key in delivering an Arts Council Funded National Portfolio Organisation (NPO) Activity Plan. Working under the Community Curator this post will work engage our local community especially groups who are not our usual visitors and break down barriers to increase cultural participation and create long term relationships. The post holder will lead a programme of community programme events and activities on/off the museum sites, utilising arts and heritage assets to further the understanding of the museum themes and to break down barriers to participation in the arts. There will also be some work supporting the delivery of activities within the museum if required.

Our work at Ripon Museum Trust is guided by our mission

"To enrich the lives of all who experience and are inspired by our historic law and order sites and collection so that they gain insights into, and are provoked into thinking about, how the treatment of offenders and the relief of the poor have developed over the last 200 years." and informed by our values of fairness, ambition, learning, teamwork and community. We aim to be the best small museums in England.

The post-holder will be required:

- Assist the community curator with engaging/working with communities and key stakeholders to co-produce exhibitions, community art, projections, events and activities, digital content and performance based on identified needs and interests.
- Find out needs, interests, of local community to reduce barriers to participation.
- Contribute towards the development of an audience development plan.
- Assist the Community Curator in delivering 'Creative Conversations' activities which are Co-produced with community groups who don't engage, esp. local young people with disabilities.
- Further develop 'Community at the Workhouse' (Squigglers groups, theatre group) for informal creative activities to inspire people to seek a Fairer Society, creating new participation & building a co-created model for ongoing engagement.
- Delivery of the 'Reach out to Selby' project working with people with low cultural engagement, finding out what sort of activities people are interested in, what the barriers to engagement are and co-creating delivery.
- Attend offsite fairs and community events.
- With the Community Curator recruit, supervise and manage community engagement volunteers and student placements (where applicable) to support programme delivery.
- To identify and work with arts and heritage practitioners as well as our volunteers to assist in delivering programmes.
- To monitor and evaluate programmes and to use feedback from the audiences to shape new developments and new activities.
- To feedback (where appropriate) on programmes to the Community Curator to help them develop other areas of the museum offer

Note: Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, the post-holder must be prepared to undertake additional tasks, duties and responsibilities at the request of the Community Curator that fall within the strategic objectives of the Ripon Museum Trust.

Principal Relationships

Volunteer and Operations Manager

Community Curator

Ripon Museum Trust Volunteers
 Members of the public
 Partner organisations
 Artistic practitioners
 Schools, groups and other learners

Person Specification:	Essential	Desirable
Knowledge and Experience		
Knowledge of and experience of working with target groups	✓	
Experience of developing programmes	✓	
Experience of project planning and producing clear, measurable outputs	✓	
Experience of working within a budget		✓
Experience of building relationships with external partner organisations	✓	
Good level IT skills including all MS Office applications		✓
Knowledge of issues concerning the protection of children and vulnerable adults		✓
Experience working in a heritage setting		✓
Experience of promoting or 'selling' programmes to potential partners and participants		✓
Experience of working with practitioners in different art forms and cultural offers	✓	
Personal Skills		
Committed to the values and aims of Ripon Museum Trust and the Arts Council (including the Creative Case for Diversity)	✓	
Articulate with excellent written skills and the ability to communicate with a range of audiences	✓	
Confident and resourceful with a problem-solving disposition	✓	
Able to self-manage, set timescales and achieve by target dates	✓	
Able to work effectively with a range of stakeholders, internal and external, including volunteers, senior staff, trustees, practitioners, older and young people	✓	
Committed to equality of opportunity	✓	
Able to work creatively and flexibly in a small team, supporting other colleagues	✓	
Good intergenerational skills		✓
A strong commitment to professional development		✓

Due to the requirements to undertake off-site working in rural areas as part of this role, a drivers licence and access to a car will be required for this post. Travel expenses will be available for off-site work in line with our travel expenses policy. A DBS clearance will be required for this post. We will be happy to arrange this for the successful candidate.

Ripon Museum Trust is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation age or gender identity.