

Wiltshire Archaeological and Natural History Society

Wiltshire Museum

Job purpose and job description: Project Engagement Officer

1 FTE (35 hours per week), with occasional evening and weekend work as required.
Location: Preferably split between remote working and Wiltshire Museum, Devizes.
Responsible to: Programme Manager.

Initial contract to 31st May 2025. Potential for contract extension to cover the Delivery Phase of the project, subject to performance and a successful NLHF Stage 2 application.

Purpose

The Project Engagement Officer will coordinate audience development and activity planning during the Development Phase of The National Lottery Heritage Fund (NLHF) supported *Assizes for Devizes: Unlocking Wiltshire's Stories* project. The postholder will have a crucial role in creating the project Activity Plan for the Delivery Phase, to be submitted as part of NLHF Stage 2 bid.

Specific Role and Responsibilities

Activity Plan Development

- Work closely with the Project Development Team to support development and delivery of activity in the Development Phase.
- Supported by the Activity Planning Consultant, coordinate the development of the activity plan for the project's NLHF Stage 2 application, alongside contributing to other aspects of the bid, working closely with the Project Development Team and wider museums staff, consultants, and advisory groups.
- Assist in facilitating lasting partnerships and relationships with stakeholders, local organisations, community groups and individuals.
- With support from consultants and the Project Development Team, develop and lead consultation sessions.
- Liaise with the wider Project Development Team, project architects and interpretation designers to ensure the development of effective two-way consultation exercises between designers and audiences.
- Build relationships and work with community groups and organisations to establish and maintain advisory groups for the project, with support from the Project Development Team.
- Organise and facilitate advisory group meetings and act as a link between them and project working groups and consultants, especially architect design and interpretation teams, to ensure inclusion and access are embedded into design, interpretation and activity development.
- Work closely with the Community Curator and Learning Officer to develop and deliver pilot community engagement projects and co-production opportunities with audiences, including under-served groups, as part of the project's Development Phase.
- Champion equality, diversity and inclusion and a co-productive approach.
- Champion inclusive practice.

Additional duties

- Assist, where relevant, in supporting the evaluation of the project's Development Phase, which will be coordinated by the Programme Manager.
- Present information and put forward recommendations to the Project Board.
- Support project volunteers and be the main point of contact for project community volunteers.
- Undertake relevant administration, including timesheets, budgets, bookings, material ordering, supported by the Project Finance Officer.
- Represent Wiltshire Museum and the project as required internally and externally, including attending Board meetings, community and sector meetings.
- Work closely with colleagues across the Wessex Museums Partnership and attend meetings where required.
- Share learning and best practice with partners, stakeholders, and wider sector.
- Undertake such other duties as may be required from time to time commensurate with the level of the post.
- Comply with all decisions, policies and standing orders of Wiltshire Museum and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
- Participate in training and development in relation to the post.

Essential criteria

- Demonstrable experience of delivering community engagement with under-served audiences.
- Experience of working with a range of individuals and community groups.
- A track record of building relationships with community organisations, stakeholders and promoting community engagement.
- Ability to work effectively and persuasively with consultants and contractors.
- Excellent communication skills.
- Experience of working with volunteers.
- Experience of developing and delivering engagement activities.
- Experience of monitoring data and compiling reports.
- Understanding of collaborative practice.
- IT skills, including Word, Excel and PowerPoint.
- Knowledge of and commitment to equality, diversity and inclusion.

Desirable criteria

- Experience working in the cultural/heritage sector.
- Previous experience developing and/or delivering a project Activity Plan funded by the NLHF.
- Experience of working as a member of a close-knit team.
- Experience of project budget management.
- Experience of developing and delivering co-production projects.

Other requirements

DBS check, flexibility to work evenings/weekends, lone working.