

Project Engagement Officer – Wiltshire Museum

£27,500 per annum

1 FTE (35 hours per week), fixed contract to 31st May 2025, with potential for extension into the Delivery Phase.

Closing date: 9am on 11th September 2023

Wiltshire Museum is looking for an enthusiastic Project Engagement Officer to join our team during the Development Phase of The National Lottery Heritage Fund supported *Assizes for Devizes: Unlocking Wiltshire's Stories* project. Working closely with the project team and consultants, the postholder will coordinate the creation of an exciting project Activity Plan, to be submitted as part of NLHF Delivery Phase application.

'Assizes for Devizes: Unlocking Wiltshire's Stories' is an ambitious project to transform the internationally important Wiltshire Museum into a world class cultural destination at the heart of Stonehenge and Avebury World Heritage Site landscape, by revitalising the much-loved derelict Devizes Assize Court as the Museum's new home.

Development funding of £300,748 has been awarded by The National Lottery Heritage Fund to help Wiltshire Museum, working closely with the Devizes Assize Court Trust, to progress plans for the project before applying for a full National Lottery grant of an additional £4.7million in 2025.

We are looking for an individual who is passionate about engaging communities to help us ensure audience needs are at heart of our project as it develops. A key strand of this role will be facilitating long lasting partnerships and relationships with our local community, especially with under-served groups. The postholder will be responsible for establishing advisory groups and leading meaningful audience consultation, alongside working with groups to develop pilot engagement projects and co-production opportunities.

The role requires excellent communication and organisation skills, a commitment to equality, diversity and inclusion, and demonstrable experience of delivering community engagement to a wide range of audiences.

This is a temporary post for the duration of the project's Development Phase supported by the National Lottery Heritage Fund, with the possibility of further extension into the Delivery Phase, subject to performance and a successful Delivery Phase application.

Documents:

- [Job Description and person specification](#)
- [Background information and organisational chart](#)

Target interview date: Wednesday 20th September 2023.

Target start date: week of 1st November 2023.

For an informal chat about the role, please contact: nicola.trowell@wiltshiremuseum.org.uk.

Additional information

Standard hours usually between 9am-5pm or 9:30am-5.30pm, Monday to Friday. 1 hour lunch break.

Occasional evening and weekend work will be required.

Preferably, the role will be split between home-based and Wiltshire Museum, Devizes. Using Microsoft Teams, OneDrive and SharePoint for daily communication.

Holidays: 28 days including bank holidays.

The Museum has an onsite car park for staff and volunteer use. The Museum offices are located at the top of historic buildings. There is a platform lift to the floor below the offices.

Reasonable adjustments can be discussed following a job offer.

Please note that offers are subject to DBS clearance if appropriate for the role.

We will consider job shares for this role.

To apply

Please download and complete the following:

- [Application form](#)
- [Equal opportunities form](#)

Please email hello@wiltshiremuseum.org.uk if you would like any information provided in a different format.

Please send the completed application form and equal opportunities form to:
karen.jones@wiltshiremuseum.org.uk

Wiltshire Museum is an equal opportunities employer. Applications are welcome from candidates regardless of their background.

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