



Outreach and Engagement Officer

JOB DESCRIPTION

The museum is seeking to appoint an Outreach and Engagement Officer to lead on the delivery of the project's community engagement activities. The post is funded through the National Lottery Heritage Fund grant.

Employer:	Army Flying Museum
Job title:	Outreach and Engagement Officer
Responsible to:	Curator
Location:	Army Flying Museum, Middle Wallop, Hampshire, SO20 8DY
Salary:	£24,500 per annum - 2 years fixed term
Hours:	37.5 hours per week. Some out of hours work is required and time off in lieu will be given. This post requires a DBS check.
Closing Date:	Friday 07 June 2019 - midday
Interview Dates:	Monday 17 June 2019

The Army Flying Museum has been awarded a grant from the National Lottery Heritage Fund to deliver the 'British Army Flying: Discovering Stories of Courage, Comradeship and Innovation' project. The project will connect the Museum to its local communities through an engaging, entertaining and inclusive outreach programme.

Key Tasks:

This is a full-time post. The key tasks include:

- Leading on the development and delivery of the community engagement projects outlined in the Project Activity Plan including café spotlight displays and a Young Eagle's youth club.
- Developing a Pop-up Museum and leading on using it as an outreach development tool to engage new audiences.
- Building a network of sustainable partnerships with organisations like the Army Welfare Service, Army Families Federation and Winchester Science Centre.
- Working closely with the Learning and Communities Officer on the development of a cohesive formal and informal learning offer.

Through this work, the postholder will establish an effective, outward looking model of community collaboration and participation across the two year programme and will ensure that the Project contributes to sustained audience development practice.

Job Description:

1. To deliver the community and young people engagement projects identified in the Activity Plan ensuring that the projects meet the needs of community partners.
2. To establish and maintain good working relationships with community partners, creating an effective model of community collaboration and outreach across the remaining two years of the project establishing a way forward for community engagement work beyond the life of the project.
3. To develop and deliver the Pop up Museum and establish a programme of utilising it at events to raise the profile of the museum.
4. To work closely with the Learning and Communities Officer on the development and extension of a fun, playful and family friendly holiday activity offer.
5. To work closely with the Learning and Communities Officer and support the development and delivery of formal and informal STEM workshops for school and other groups.
6. To contribute to volunteer training and to directly manage relevant project volunteers.
7. To proactively collect feedback from participants in activities and ensure that all activities are evaluated and monitored in accordance with the evaluation strategy set out in the Activity Plan.
8. To carry out all necessary administration tasks and record keeping to support reporting for the National Lottery Heritage Fund.
9. To carry out any other tasks necessary to ensure the Activity Plan is successfully delivered.
10. To ensure activities are delivered within available budgets and to comply with the museum's processes for financial management and recording.

Outreach and Engagement Officer**PERSON SPECIFICATION****Essential requirements**

1. Graduate qualification or relevant equivalent experience of community engagement and learning.
2. At least three years' experience of working within museum or heritage community engagement, outreach and education context.
3. Proven track record of managing and producing participatory community projects with a tangible output.
4. Ability to develop strong and sustainable partnerships with community and education providers.

5. Ability to establish and maintain positive relationships with, and enthuse, people from diverse backgrounds.
6. Excellent verbal and written communication skills, with the ability to present and explain to different audiences, and understand and capture what people are saying.
7. Initiative in prioritising one's workload.
8. Self-motivated, with an energetic and proactive approach to delivery.
9. A sense of responsibility and commitment to delivering work of consistently high quality.
10. A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues.
11. Organised approach with the ability to set up and implement robust systems.
12. Willingness to work occasional unsociable hours, i.e. evenings and weekends.
13. A full, clean driving licence with access to own transportation.

Desirable requirements

1. Experience of working on an HLF funded project.
2. Post graduate qualification in a relevant subject.

How to apply:

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

Please submit:

- A Comprehensive CV (3 page maximum) containing details of relevant qualifications and experience.
- A covering letter (3 page maximum) which states your interest and suitability for the post.
- The names and addresses of two referees, one of whom should be your current or most recent employer or educational establishment.

To:

Joanna Wenman
Army Flying Museum
Middle Wallop
Stockbridge
Hampshire
SO20 8DY

Tel: 01264 781 086

Email: education@armyflying.com

Interview

Referees will not be contacted without a candidate's prior consent

The deadline for applications is midday on Friday 07 June 2019.

Interviews will be held on the Monday 17 June 2019. Please indicate on your covering letter if you will be unavailable at this time

If you have a disability please let us know in your application. The Museum is committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.



LOTTERY FUNDED