



## **OUTREACH OFFICER**

The Army Flying Museum at Middle Wallop in Hampshire tells the story of British Army Flying from the earliest attempts to conduct operations with gas filled balloons in the late 1800s to today's Army Air Corps which has operated with distinction around the world including combat operations in Iraq and Afghanistan.

We welcome about 60,000 visitors to the site each year, a number that is steadily increasing. We have recently completed a £2.4m National Lottery Heritage Fund project which significantly improved the museum and allowed us to develop the range of activities we offer. Following the Covid-19 pandemic, this is a critical time for the museum and the Outreach Officer is key to our commitment to expand and diversify our audience and ensure that we are as accessible as possible.

We are looking for an enthusiastic Outreach professional to join our team and help inspire our communities with the story of Army aviation. This is a varied role and, although we already have excellent links across Hampshire and Wiltshire, there is huge scope for someone to put their own stamp on the programme of work. If you thrive on being out and about, but also want to be part of a dedicated and innovative team spreading the amazing stories from the Army in the air, then you could be the person we are looking for!

**SALARY:** £25,000 pro rata

**HOURS:** 30 hours per week (some evening and weekend work will be required and flexible working will be considered).

**CONTRACT:** Permanent (subject to a 6 month probation period)

### **How to Apply**

Applications consisting of a cover letter (no more than 2 pages) detailing your suitability for the role and a current CV should be emailed to [curator@armyflying.com](mailto:curator@armyflying.com) or sent to:

Susan Lindsay, Curator, Army Flying Museum, Middle Wallop, Hampshire, SO20 8FB

Closing date for applications is **12 noon on Friday 20 May 2022.**

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.

The Army Flying Museum is a company limited by guarantee registered in England no. 2109510 and a registered charity no. 297897.



## JOB DESCRIPTION: OUTREACH OFFICER

**Salary:** £25,000 pro rata

**Location:** The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

**Hours:** 30 hours per week

**Reporting to:** Curator

**Responsible for:** N/A

**Contract:** Permanent (subject to a 6 month probation period). This role requires a DBS check.

### Purpose of Role

This is a 0.8 FTE post working flexibly across 7 days. The key tasks include:

- Leading on the development and delivery of community engagement projects including café spotlight displays and a Young Eagles youth club.
- Managing and touring a Pop-up Museum, 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, Enham Trust and Winchester Science Centre.
- Working closely with the Education 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 and will ensure that the museum remains committed to sustained audience development practice.

### Specific Duties

#### OUTREACH

- To deliver community and young people engagement projects, ensuring that the projects meet the needs of community partners.
- To establish and maintain good working relationships with community partners, creating an effective model of community collaboration and outreach.
- To deliver a Pop-up Museum and establish a programme of utilising it at events to raise the profile of the museum.
- To work closely with the Learning and Communities Officer on the development and extension of a fun, playful and family friendly holiday activity offer.
- To work closely with the Learning and Communities Officer to support the development and delivery of formal and informal STEM workshops for schools and other groups.
- To contribute to volunteer training and to directly manage relevant volunteers.
- To proactively collect feedback from participants in activities and ensure that all activities are evaluated and monitored.
- To carry out all necessary administration tasks and record keeping.
- To carry out any other tasks necessary to support wider museum activities.
- To ensure activities are delivered within available budgets and to comply with the museum's processes for financial management and recording.
- Out of hours cover for the Young Eagles monthly meetings and a Sleepover programme.
- Undertake other activities as may be reasonably required.

## Person Specification

### ESSENTIAL

- Relevant experience or qualifications allowing a good understanding of outreach work in a cultural environment.
- At least three years' experience of working within museum or heritage community engagement, outreach and education context.
- Proven track record of managing and producing participatory community projects with a tangible output.
- Ability to develop strong and sustainable partnerships with community groups and education providers.
- Ability to establish and maintain positive relationships with, and enthuse, people from diverse backgrounds.
- Excellent verbal and written communication skills, with the ability to present and explain to different audiences, and to understand and capture what people are saying.
- Initiative in prioritising one's workload.
- Self-motivated, with an energetic and proactive approach to delivery.
- A sense of responsibility and commitment to delivering work of consistently high quality.
- A team-player, with resilience and enthusiasm, and a willingness to work collaboratively, and with a high degree of flexibility, with colleagues.
- Organised approach with the ability to set up and implement robust systems.
- Willingness to work unsociable hours i.e. evenings and weekends.
- Full, clean driving licence.

## 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 (2 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. Referees will not be contacted without a candidate's prior consent.

**To:** Susan Lindsay, Curator

The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

01264 781086 | [curator@armyflying.com](mailto:curator@armyflying.com)

### Interview

- The deadline for applications is 12 noon on **Friday 20 May 2022.**
- Interviews will be held on Wednesday 25 May 2022.

Please indicate in 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.

We regret it is not always possible for us to let you know if you haven't been selected for interview. If you have not heard from us by Friday 27 May 2022, please assume your application has not been successful.