



JOB DESCRIPTION

Job Title	Engagement Officer
Purpose	To lead the delivery of the Sound & Arts at St Swithun's activity plan
Team	West
Location	Sound & Art at St Swithun's, Worcester
Reports to	Art Centre Manager
Responsible for	Volunteers
Salary	£20,018 pro rata per annum plus pension and benefits
Duration	Fixed term contract – 18 months
Normal Working Hours	28.8 hours per week. Will involve working some evenings and weekends.

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

All churches in our care are listed, mostly Grade I and II*. Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Sound & Art at St Swithun's is a £2.8m conservation and regeneration project at St Swithun's church in Worcester. It is generously supported by the Heritage Lottery Fund, The Rowlands Trust, The Andrew Lloyd Webber Foundation as well as numerous other Trusts, Foundations and Private Donors.

This innovative project has created a new cultural space that uses sound and art to engage, enthuse and interpret the building. Having launched in October 2022, Sound & Art at St Swithun's operates as a new arts, music and sound venue in the heart of Worcester.

The delivery of the Sound and Art at St Swithun's activity plan is core to the success of this project in achieving a number of learning and training based outputs and outcomes.

Overall job purpose

The Engagement Officer will be instrumental in driving the activity plan, working with local partners to grow on site activity and recruiting new volunteers to support wider site use.

As a key member of the Sound & Art at St Swithun's project team, the Engagement Officer will be joining the project during the early stages of the operational phase. Immediate priorities include: growing new learning partnerships within formal and informal learning sectors; identifying new learning opportunities that can be built into the activity plan; recruiting, training, inducting and inspiring new volunteers to be part of Sound and Art at St Swithuns.

Key relationships

The Engagement Officer will be line managed by the Arts Centre Manager and work closely with the Business Administration Apprentice.

The role will interact with internal and external customers; including volunteers, colleagues across CCT teams, performers, artists & creatives and visitors & audience members.

Key duties and responsibilities

a) Delivery of Sound & Art at St Swithun's activity plan

With the support of the Arts Centre Manager, the post holder will develop and deliver the existing Sound & Art St Swithun's activity plan, setting and agreeing priorities to deliver activity and engagement targets. S/he will:

- Review the Sound and Art at St Swithuns activity plan and make recommendations for change;
- Develop and deliver new and creative partnerships with educational providers
- Run activities according to the activity plan;
- Contribute to targets as set out in the activity plan and the CCT National learning framework;
- Monitor activity against activity plan targets;

b) Develop the Volunteer Offer at Sound & Art at St Swithun's

With the support of the West Hertiage Learning Officer, the post holder will:

- Lead on the recruitment, training and management of volunteers for the roles outlined in the volunteer recruitment proposal. Focusing on training and management plans, ensuring increased numbers and diversity of volunteers;
- Deliver a robust induction programme for volunteers and facilitate volunteer feedback sessions, designed to foster better working relationships between Sound and Art at St Swithuns with staff and volunteers;

- Review and update the volunteer recruitment, training and management plan as and when required;
- Support the Business Administration Apprentice;
- Identify and lead on opportunities to create internship roles, leading on associated recruitment, training and management.

c) Grow the Sound & Art at St Swithun's Partnership

The post holder will:

- Support the Art Centre Manager to maintain effective and positive working relationships with cultural, arts, tourism and educational providers in Worcester;
- Attend networking events in Worcester to raise the profile of Sound & Art at St Swithun's and build up new partnerships and contacts;
- Support the Arts Centre Manager to deliver the marketing strategy.

d) Reporting: Budget and Evaluation

Under the direction of the Arts Centre Manager, the post holder will:

- Manage the activity plan budget, providing monthly reports to the Art Centre Manager on project spend;
- Prepare updated reports for the Arts Centre Manager on activity plan delivery against agreed annual targets;
- Review and implement the project evaluation framework;
- Prepare evaluation materials and ensure these are appropriately disseminated;
- Support the Arts Centre Manager with the co-ordination, collection and collation of activity and event feedback;
- Prepare bi-monthly reports outlining delivery against project KPIs for the Arts Centre Manager.

e) Duty Manager

The post holder shall:

- Co-share Duty Manager Role with the Arts Centre Manager and Caretaker, responding to fire and intruder alarm calls as and when required.

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Additional information:

Lone working

This role involves occasional lone working. We have lone working procedures in place to support all staff undertaking lone working.

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

Person Specification: Engagement Officer

	Knowledge, skills and experience	How will this be assessed?
1	Experience working in the arts / cultural / heritage / education / and/or community development sectors	A, I
2	Experience of working with a range of communities	A, I
3	Experience of effective collaborative working with external partners and stakeholders and developing effective relationships	A, I
4	Experience of working with and developing volunteers	A, I
5	Experience of developing and delivering training programs	A, I
6	Experience of preparing funding applications	A, I
7	Knowledge of heritage sector volunteering, learning, interpretation and access issues	A, I
8	Effective interpersonal, networking, communication and presentation skills	A, I

9	Ability to take initiative, identify priorities and plan activities, managing several project elements simultaneously and balance competing demands	A, I
10	Strong ICT skills and the ability to be administratively self sufficient	A, I
11	Knowledge of local communities	A, I
12	An understanding of the challenges of working within historic buildings	A, I
Personal qualities		
13	Positive and proactive work attitude	A, I
14	Willingness to undertake a DBS check	A, I
15	Confident and friendly manner	A, I
16	A willingness and ability to work flexibly according to the needs of the CCT, including occasional work outside core hours	A, I
17	An interest in the work of The Churches Conservation Trust	A, I
Qualifications		
18	Level 3 qualification in a relevant area such as cultural heritage, education, community engagement.	A

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the person specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

Employee benefits

- Generous membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

How to apply

If you would like to apply for this role, please click **here** where you will be directed to our online recruitment system.

You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining why you'd like to become Engagement Officer at Sound & Art at St Swithun's and how you fulfil the personal specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **9am on Wednesday 29th March 2023**.

Please note there is a two-stage interview process. Shortlisted candidates will be invited to attend a familiarisation visit on **Tuesday 11th April 2023** at **St Swithun's, Worcester**. This will be followed by an invitation to formal panel interviews on **Thursday 13th April 2023 via Teams**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@thecct.org.uk.