

THE OLD
OPERATING
THEATRE
MUSEUM &
HERB GARRET

Community Engagement Officer

JOB TITLE:	Community Engagement Officer
Contract:	Fixed Term, January 2022-March 2023
Hours:	3 days per until June 2022 2 days per week from July 2022 Flexi days, 10am – 5.30pm
Salary:	£26,000 pro-rata
Closing Date:	5pm, Monday 29 th November 2021
Interviews:	Thursday 9 th December 2021
Starting Date:	Thursday 6 th January 2022

PURPOSE OF THE JOB

The Lord Brock Trust is seeking to appoint a part-time Community Engagement Officer to work both onsite and offsite 2-3 days a week as part of its bicentenary project. This is an exciting time to be joining organisation as we mark 200 years since the building of the operating theatre in the roof of St Thomas' Church, and the Museum's 60th anniversary.

Funded through a [National Lottery Heritage Fund grant](#), the Community Engagement Officer will use the stories and objects held within the Old Operating Theatre Museum and Herb Garret and the Guys' & St Thomas' Foundation collections to develop and deliver an interesting, exciting and engaging community engagement programme to be delivered at the Museum and across Southwark.

KEY RESPONSIBILITIES

The Community Engagement Officer will be responsible for developing the detailed strands of work within the community engagement programme, liaising with Museum supporters and community groups to identify activities that meet their needs and interest.

Key tasks include:

- Organising and delivering a variety of engagement and participation opportunities for our target audiences, to include:
 - Onsite holiday workshops, talks and activities
 - Outreach experiences to local community groups, the direction of which will be developed with these groups
 - Deliver sessions and oversee work with a local primary school to interview contemporary medical practitioners
 - Attend offsite fairs and community events
 - Lead a group of young people to create a podcast/audio drama
 - Creating resources for use throughout the programme.

- To be responsible for recruiting, supervising and managing volunteers and student placements (where applicable) to support programme delivery.
- Ensure group visits are planned and conform to Health and Safety statutory requirements.
- To work collaboratively with schools, teachers and other group leaders.
- To be responsible for reviewing and writing relevant safeguarding policies and procedures.
- With the Director, embed good practices in community engagement to the team to ensure it becomes business as usual.
- Work with the Evaluator on the development of consultation, feedback and evaluation (both quantitative and qualitative data) from various learning and activity audiences.
- The post-holder will also have delegated responsibility for elements of the budget.
- A DBS check will be carried out.
- Act as a fire marshal during any evacuation procedure (training will be provided).

GENERAL RESPONSIBILITIES

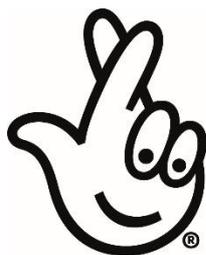
- Follow all policies and procedures in line with the Museum's requirements including, health and safety, first aid, fire evacuation and security;
- A commitment to equal opportunities;
- A commitment to continual professional development.

HOW TO APPLY

To apply, email your CV and a covering letter outlining your interest and suitability in this role to Sarah Corn, Director, on sarah.com@oldoperatingtheatre.com by Monday 29th November 2021, 5.00pm.

The Old Operating Theatre, Museum and Herb Garret is an Equal Opportunity Employer. We are committed to treating all applicants and employees fairly and equally regardless of race or colour, nationality or national or ethnic origin, religion or religious belief, political belief, parental or marital status, class or social background, sex or sexual orientation, disability, or age.

We are an accredited Living Wage Employer.



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PERSON SPECIFICATION

Quality	Essential	Desirable
<i>QUALIFICATIONS & TRAINING</i>		
GCSEs or equivalent A-C, in particular, English and Maths	✓	
Community Studies or Youth Work qualification or equivalent		✓
<i>EXPERIENCE & KNOWLEDGE</i>		
Demonstrable track record and experience of enabling people to explore information and stories for learning, inspiration, enjoyment and wellbeing.	✓	
Knowledge and experience of a wide range of educational and outreach methods and approaches.	✓	
Familiarity with the access and learning requirements of different audiences and community groups.	✓	
Experience of developing and delivering interpretative materials in a museum or historic building or similar.	✓	
Experience of working with and managing volunteers.	✓	
Experience of gathering statistics.		✓
<i>SKILLS & COMPETENCIES</i>		
Interest in nineteenth-century history and/or medical history		✓
Demonstrable understanding of project management.		✓
Creative and driven, with the ability to think laterally and be able to guide and motivate others with your enthusiasm and energy.	✓	
Proactive and possess excellent communication, presentation and relationship building skills.	✓	
Ability to deliver and present a range of subjects to a wide range of audiences using a variety of methods and technologies.	✓	
Excellent organisational skills including the ability to work independently, manage own workload and work to deadlines.	✓	
Ability to effectively use the Microsoft Office suite and the confidence to learn other software packages	✓	
An ability to work independently, as well as collaboratively as part of a team	✓	
<i>GENERAL ATTRIBUTES</i>		
Enjoy meeting new people and engaging in conversation	✓	
Polite, diplomatic and ability to remain calm when talking to different people with different needs	✓	
Enthusiastic and respond quickly and positively in a changing environment	✓	
A commitment to your own continuing professional development	✓	
A commitment to equal opportunity regardless of age, disability, gender, race, religion, sex or sexual orientation	✓	