



Volunteer and Community Participation Co-ordinator - Discovering Hampshire's Hidden D-Day Heritage - secondment/fixed term opportunity until October 2026 due to funding.

Salary: Band: 7, £32,061 (£19,236 for 22.2 hours)

22.2 hours per week, 4 days per week - days and times to be discussed at interview.

What is the role?

The Volunteer & Community Participation Co-Ordinator will be responsible for recruiting and coordinating project volunteers, co-ordinating the Hampshire-wide public outreach programme, liaising and working with a range of external organisations, and individual facilitators. You will report to the Project Manager for the Hampshire's Hidden D-Day project.

Key responsibilities will be

- Recruiting and managing volunteers to undertake a range of activities e.g. archive research, guided walks at marshalling camp sites, co-creating temporary exhibitions.
- Working with community groups, charities, and residents to engage them as volunteers, and/or participants in the public outreach programme.
- Co-ordinating the public outreach programme which is Hampshire-wide, including temporary exhibitions, talks, guided walks, activities with schools, community groups and residents.
- Working with the Project Manager to carry out and compile evaluation at all stages of the project for reporting to the funder, internally and for use by the evaluation consultant.
- Along with the Project Manager, acting as the public face of the project including in the media, on the museum's social media etc.
- Assist the Project Manager in other aspects of the project as required.
- Adhering to Portsmouth City Council policies and procedures.

Who is the person?

You need to:

1. Experience of working in a cultural or heritage environment.
2. A relevant degree or equivalent experience.
3. Have excellent administrative and organisational skills, with direct experience of organising and co-ordinating a range of volunteering activities, and of participation activities across multiple locations as part of a wide-ranging public outreach programme.
4. Have a good attention to detail, spotting mistakes, anticipating problems, and finding alternative solutions.
5. Be competent in Microsoft 365 including Word, Excel, and PowerPoint.
6. Have a reasonable level of experience of recruiting and managing volunteers and leading them in heritage related volunteering activities.
7. Have relevant experience engaging community groups and residents leading to participation in heritage and creative outreach programmes.



8. Have relevant experience of working with external organisations and partners such as community groups, libraries, veterans support charities, The National Archives, and Forestry England.
9. Have experience conducting archive research and producing outputs from those findings.
10. Have experience of leading groups in heritage related activities.
11. Be motivated by the project and the benefits it will deliver to the individuals and communities involved.
12. Have a full UK driving license and your own transport which is essential as you will be required to visit remote locations.
13. Have the ability to engage with people of different ages and backgrounds.
14. Ability to work both independently and as part of a team.
15. Can converse at ease with customers and provide advice in accurate spoken English.
16. Be resilient and prepared to see tasks through to conclusion, self-motivated and enthusiastic.
17. Be dynamic, enthusiastic, self-motivated, with a flexible approach.
18. Knowledge of Second World War military history, particularly relating to the 1944 Normandy Landings would be desirable.

Additional Information:

How to apply:

Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.