

Heritage Community Engagement Officer - secondment/fixed term opportunity for up to 18 months due to funding.

Salary: Band 8, £36,363 - £39,151 p.a, (£29,090 - £31,320 for 29.6 hours)

29.6 hours a week - days and working pattern to be discussed at interview.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Portsmouth Museum

What is the role?

This is an exciting new opportunity to play a key role in celebrating Portsmouth's 100th year as a city. Under the banner of **"Your museum, your stories, your city"**, the Community Engagement Officer will lead inclusive, community-driven activities that bring Portsmouth's rich heritage to life.

You'll connect people of all ages and backgrounds with the city's history through dynamic events, storytelling, and digital content. Working across Portsmouth Museum & Art Gallery, Portsmouth Libraries, and indoor and outdoor community spaces, you'll help residents explore and share the stories that make Portsmouth unique.

Reporting to the Community, Programming and Engagement Manager, the main duties of the role include:

- **Community Collaboration:** Build strong relationships with local communities, groups, and individuals to co-create events and activities that reflect Portsmouth's diverse history and identity.
- **Heritage Engagement:** Use the museum's collections and archives to develop engaging content and experiences that explore Portsmouth's journey over the past 100 years.
- **Outreach & Events:** Deliver heritage-themed activities in parks and other public spaces, ensuring broad access and participation across the city.
- **Digital Content:** Create online materials such as blogs, videos, and social media posts to share stories and historical insights with wider audiences.
- **Learning Resources:** Work with the Community, Programming and Engagement Officer to produce educational materials for schools and families, supporting learning about Portsmouth's civic history.
- **Monitoring & Evaluation:** Collect feedback and evaluate the impact of engagement activities, contributing to project reporting and future planning.
- To be available to work occasional evenings and weekends to support community events and outreach activities.

Who is the person?

You need:

1. Experience in community engagement, public history, or heritage education
2. Excellent communication and facilitation skills. The ability to converse at ease with customers and provide advice in accurate spoken English.
3. Experience of developing, creating and facilitating interactive activities and events within communities.
4. The ability to work independently and collaboratively with a wide range of stakeholders
5. Confidence in using digital tools and social media for outreach and to enable you to create online materials.
6. Have good organisational and time management skills with the ability to work to deadlines.
7. An enthusiasm for local history and community storytelling.
8. A knowledge of Portsmouth's heritage and communities.
9. Experience of working with collections management systems (CMS) is desirable although not essential.
10. Experience of establishing working relationships and effectively communicating with key stakeholders at all levels.
11. To be flexible in your working hours as you may need to work occasional evenings and weekends.
12. The ability to travel and work across the city as you will be required as part of the role to visit schools/venues throughout Portsmouth.
Experience of monitoring and evaluating date, collecting feedback and evaluating to inform the impact of engagement activities, contributing to project reporting and future planning.

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

General Data Protection Regulation (GDPR)

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