

**Position: Community Engagement and Development Officer**

**Place of Work:** The predominant location of the post will be Irvine but there may be a requirement to work at the Museum’s Denny Ship Model Experiment Tank

**Hours required:** 37.5 hours per week (This may include some weekend or evening work), 24-month contract

**Responsible to:** Curator and other delegated member of Museum’s management team

**Responsible for:** Volunteers and students recruited/assigned to help with the project

**Main objectives:** Established in 1983, the Scottish Maritime Museum is recognised as the principal repository for material relating to Scottish maritime history, in particular, shipbuilding and marine engineering.

This role involves the planning, development, and delivery of a programme of engaging community exhibitions and events focusing on community needs and issues in the North Ayrshire area. The exhibitions and events should relate to a sense of Place, Inclusion and Health & Wellbeing, and use the Recognised Collections of the Scottish Maritime Museum as a catalyst to connect with the community.

This role demands strong project management skills, and a knowledge and understanding of exhibitions an audience needs in museums. You must be able to demonstrate your creative and practical approach to engagement approaches.

**Key Activities:** The post holder will:

* **Develop and deliver a series of community events and engagement activities to encourage new routes for community engagement and for a spectrum of visitors (including ‘New Scots’ and individuals and groups looking to improve their mental health and wellbeing)**
* **Develop and deliver robust processes for evaluation and gathering audience evaluation**
* **Develop and deliver a series of focus groups to assess the needs within the local community and how the Museum can build connections, foster a culture of inclusivity, engagement and understanding**
* **Support, inspire and recruit volunteers for the purpose of delivering the programme**
* **Identify and source the necessary supporting materials to provide an effective programme**
* **Develop and maintain any policies and procedures necessary for delivery of the programme**
* **Ensure that the programme is designed to contribute positively to the long-term financial sustainability of the Museum**
* **liaise with staff on producing information on events and activities for marketing and promotional purposes, including contributing to social media, webpage content and a regular activity blog**
* **assist with project administration; Prepare and deliver progress reports, contribute to management and funders reports**
* **Initiate, develop and sustain relationships with other organisations and groups as required for the successful delivery of the programme**

**Person Profile Knowledge and experience**

**General:**

You will have an organised and methodical approach to your work, with an eye for detail. You will also have the ability to prioritise tasks, work independently, and to use your own initiative. Essential to this role is that you must be able to multi-task and work in a demanding environment and have strong interpersonal and communication skills.

**Essential criteria:**

* Workplace experience in museum/heritage, or community engagement sector (voluntary experience will be considered)
* Experience of developing and delivering creative engagement activities and events in the community
* Experience in heritage education and outreach practices
* Personable, approachable communicator with ability to engage and motivate others (Discretion and respect for confidentiality is essential to this role)
* Excellent organisational, time, and project management skills
* Experience in audience evaluation and the delivery of focus groups
* Confident and enthusiastic in delivering engagement, learning and outreach across the community, and to a variety of participants

**Desirable criteria:**

* Graduate in a relevant discipline
* An interest or background in maritime, industrial, or social history
* An interest or background in social development, health and wellbeing and inclusive practices
* Knowledge of the care and display of museum collections and standards of collections care
* IOSH training or equivalent Health & Safety awareness

**Additional Notes:**

The Museum is a visitor attraction and requires staff to work at weekends, public holidays, and occasional evenings. The timing of lunch breaks will vary to accommodate the needs of those visiting the Museum.

Must be able and willing to travel as the Museum has sites in Irvine and Dumbarton and this role is active within the local community.

This position is subject to an enhanced Disclosure and Baring Service (DBS) check.

The Museum is strongly committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds, both within our organisation and across the sector. We welcome applications from underrepresented groups, whether these be of ethnicity, gender, identity, religion, physical ability, sexual orientation or other.