**Current Opportunities**

**Position:** Community Engagement Officer

**Pay:**  20,661 - 25,951 per annum dep on experience

**Job type:**  Full time

**Working hours:**  37 hours per week

**Working pattern:** 8:30 – 17:00 Mon – Thu, 8:30 – 16:30 Fri

**About the role**

Culture Coventry is currently going through an exciting time of transition. We are looking to become a more outward facing organisation that works directly with our communities in order to ensure our collections and programmes are relevant and representative.

We are looking for a high energy Community Engagement Officer who will act as a bridge by developing strong relationships and partnerships between the organisation and the communities we serve. The aim of this work is to embed a co-curation framework to our programming, collecting and general operation to ensure we remain relevant to the people of Coventry and our wider audiences nationally.

As an integral member of a fun and dynamic learning and engagement team you will use your networks and project management skills to create pioneering and sustainable community engagement programmes that supports the ambitions of the Trust.

**About the organisation**

Culture Coventry is one of Britain’s most exciting arts and heritage organisations. Our mission is to promote innovative and creative cultural activities in ways which help to establish them as a significant part of people’s lives. The Trust supports a regular programme of exhibitions, educational workshops, events and performances which attract over 700,000 visitors per year.

Within the Trust we have Coventry Transport Museum, the Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City.

|  |  |
| --- | --- |
| **We are looking for candidates who have:*** Experience in planning, developing and delivering large scale events, activity and projects.
* Experience of developing commissionable community-based services
* Experience of successfully managing a diverse range of creative projects.
* Experience of budget management, statistical analysis and financial planning.
* Experience of project management.
* An excellent standard of English and written communication skills.
* A positive and flexible ‘can do’ attitude.
* The ability to multitask and stay calm under pressure.
 | **Key responsibilities will include:*** Contribute to the development of the strategic audience engagement policy in consultation with external and internal partners.
* Build strong partnerships with community groups, third sector organisations and service providers to develop and deliver a sustainable offer.
* To build key partnerships with local commissioners, service buyers and stakeholders to develop sustainable streams of revenue.
* Work closely with the Communities and Learning Manager to ensure a co-ordinated approach to community engagement.
* Schedule, train and supervise sessional workers as and when the need arises, ensuring within delegated budgets.
 |

Please note this post will be based at both the Herbert Art Gallery & Museum and Coventry Transport Museum.

**Closing date for applications : 28th August 2019**

**Interviews to be held : TBC**