

Job Title: Community Engagement and Outreach Officer

Location: The Rifles Berkshire and Wiltshire Museum, 58 The Close, Salisbury

Reports To: Museum Curator Manager

Employment Type: Part-time

Duration: 18 months (22.5 hours per week, £29,250 pro rata, actual £17,550)

Job Purpose

The Community Engagement and Outreach Officer will play a vital role in fostering strong, meaningful connections between The Rifles Berkshire and Wiltshire Museum and the local community. This role involves engaging with a variety of groups including local schools, colleges, youth and senior citizen organisations, local community and veteran organisations, to broaden public access to the museum and its resources. The officer will develop educational trails, interactive displays, and volunteer opportunities, encouraging diverse participation in the museum's activities, garden, and temporary exhibition spaces. The role will also support initiatives around sustainability education and appreciation for the museum's gardens and outdoor displays, promoting their use by community groups and for events.

Key Responsibilities

1. Community Engagement & Volunteer Coordination
 - o Build and sustain partnerships with local schools, colleges, youth organisations (e.g., the Army Cadets), veterans, and other community groups.
 - o Function as the primary liaison between the museum and these groups, promoting open communication to understand and support their interests.
 - o Develop and deliver a Volunteer Strategy to promote volunteer opportunities within the community, and for all age groups, to engage as museum hosts, tour guides, researchers, garden volunteers, or event support staff.
 - o Coordinate volunteer activities and training, ensuring volunteers feel valued and prepared to contribute meaningfully to the museum's goals.
2. Educational & Garden-Based Programs
 - o Develop, plan, and implement educational trails and interactive programs, including museum displays that cater to a range of age groups and interests.
 - o Create engaging garden trails and educational initiatives around sustainability, environmental awareness, and appreciation for the museum's outdoor spaces.
 - o Create on-site workshops, talks, and guided tours, tailoring content to meet the needs and interests of young people, veterans, and community members of all ages.
3. Exhibition & Event Coordination
 - o Oversee the museum's temporary exhibition space, identifying and collaborating with community groups interested in creating displays, events, or educational experiences.

- o Promote use of the temporary exhibition space to diversify the museum's audience and offer a wider range of content and cultural perspectives.

- o Organise and promote events such as community open days, school field trips, veterans' appreciation days, and seasonal gatherings, working with the museum's Marketing Assistant to reach a broad audience.

4. Visitor Engagement & Public Programming

- o Design educational trails, lesson plans, and hands-on displays that make military history accessible and engaging for visitors of all ages.

- o Collaborate with educators to develop lesson resources and activities for school groups, supporting history, citizenship, and environmental curricula.

- o Create guided tours, presentations, and ad hoc visitor interactions to enhance visitor experience and deepen their understanding of the museum's exhibits and outdoor spaces.

5. Outreach & Reporting

- o Actively network within the community to raise awareness about the museum's offerings and encourage local involvement in its programs.

- o Collect visitor and community feedback to evaluate the impact of outreach programs and identify opportunities for improvement.

- o Regularly report on engagement metrics, successes, and areas for growth to the Museum Curator Manager and the Managing Trustee, making program adjustments as necessary to better serve the community.

Key Skills and Qualifications

- Education: Suitable qualification(s) in History, Education, Museum Studies, Social Work, Environmental Studies or related fields (or equivalent experience).

- Experience: Demonstrated experience in community outreach, volunteer management, education, or museum engagement. Experience working with young people, veterans, or community groups is an asset.

- Skills:

- o Excellent interpersonal and communication skills.

- o Strong organisational and project management abilities.

- o Ability to develop interactive, engaging educational content.

- o Knowledge of military history or a strong willingness to learn.

- o Proficiency in social media, event promotion, and community networking.

Personal Attributes

- Empathetic & Inclusive: Comfortable engaging with people of all ages and backgrounds, fostering an inclusive and welcoming environment.

- **Creative & Collaborative:** An innovative thinker who enjoys working as part of a team to bring community-centred projects to life.
- **Passionate & Enthusiastic:** A strong interest in history, education, and environmental sustainability, and in engaging others in these areas.

Benefits

- Competitive salary, allowances and flexible working arrangements.
- Opportunities for professional development.
- A unique chance to make a meaningful impact in community learning, sustainability, and heritage preservation.

Application Process

Please submit your resume, cover letter, and examples of previous community engagement or educational work to curator@thewardrobe.org.uk. In your cover letter, share your vision for how you would engage the local community with The Rifles Berkshire and Wiltshire Museum and foster a lasting appreciation for its history, gardens, and educational opportunities.

This position offers the chance to lead engaging community programs, expand audience diversity, and promote the museum's role as a vibrant local hub for history, learning, and community good.