

Job description

Job title: Community Engagement Officer (Archives)

Grade: Dorset Council Grade 9

Job evaluation reference: IC403

Job family: Information and Culture

Purpose and impact

1. To be the service's lead officer for community outreach and engagement.
2. To encourage the appreciation and use of archives and local studies by all groups and individuals (outside of formal education) as aids to learning, leisure, community cohesion and resilience.
3. To engage new and non-traditional audiences with archives.
4. To liaise with heritage-related projects and initiatives to facilitate positive collaboration so ensuring that archive and local studies content is represented within project outcomes as appropriate.
5. To contribute to all aspects of the operational management of the Dorset History Centre and to the delivery of efficient, effective and economic archive and local studies services for Dorset.
6. To work closely with the Archive Learning Officer to ensure that the service offers a co-ordinated, coherent and sustainable learning, outreach and community offer.
7. To liaise with colleagues in related sectors (museums, libraries, arts, adult learning and social care) to ensure that opportunities for partnership and joint commissioning are realised.
8. To be a member of Service development groups and teams, or team leader, as required.

Key responsibilities

9. Lead officer in developing and maintaining partnerships with key community and heritage groups, networks and established bodies to facilitate and encourage involvement in archive-related work by under-represented audiences.
10. To prepare, develop and deliver a proactive outreach programme for the service and outreach events and activities including for example lectures and/or talks, exhibitions and workshops for the Dorset History Centre across Dorset.
11. To act as lead officer for the creation, development and promotion of community archives and activities and as support to community organisations with an interest or potential interest in the history of the county.
12. To consult and liaise with sector bodies including museums, libraries and archives staff in the sub-region and with providers of adult social care across Dorset.
13. To provide training for communities across Dorset, with regard to the use and understanding of the archives and local studies collections.
14. To ensure that community engagement forms a strong element of the work of service in ways which are both clear and user friendly, and sensitive to the needs of individuals and community groups across Dorset.
15. To support and develop customer services and the development of customer focused services.



16. To support and lead (when appropriate), the development and management of volunteers, volunteer programmes and special projects in Dorset.
17. To create, support and assist with the delivery and development of special projects and seeking and acquiring funding.
18. To contribute to the development, application and implementation of ICT in the service including supporting the development of potential online resources on the service's web pages
19. To support the marketing and promotion of the Service, including the preparation of guides, information leaflets, web site pages, publicity material and other publications as appropriate.
20. To develop and provide mechanisms to create and sustain audience development, focusing on ways widen the understanding of archives in the communities that created them to create and retain audiences new and younger audiences.
21. To raise awareness of the learning, heritage and enjoyment value of archives.
22. To develop and share good practice and innovation with other services in the region.
23. Other duties as may be required by the County Archivist.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

24. Reporting to: Principal Archivist
25. Responsibility for: Management of volunteers, when required.

Other factors

26. Includes fundraising to support sustainable archive learning.
27. There is responsibility for unique and irreplaceable archives and local studies material.
28. May involve management of volunteers.
29. Includes dealing with young children, school students and the public.
30. Responsible for a personal computer.
31. Saturday and evening working, as required.
32. The post holder must be able to fulfil the travel requirements of the post.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Degree level education and relevant postgraduate qualification	Application form
Experience	
2. Experience of community engagement within archives, museums, libraries or the wider arts and cultural environment.	Application form
3. Experience in developing and using learning resources for diverse audiences.	Application form
Knowledge	
4. Knowledge of community engagement issues, principles and practice	Application form Interview Assessment
5. Knowledge of the uses of ICT to support outreach and engagement	Application form Interview Assessment
6. Knowledge of audience development best practice	Application form Interview Assessment
7.	Application form Interview Assessment
8.	Application form Interview Assessment
Skills and abilities	
9. IT Literate	Interview Assessment
10. Experience in dealing with a range of age groups, people and families and a range of other professionals	Interview Assessment
11. Experience of partnership working and liaison	Interview Assessment
12. Excellent communications skills	Interview Assessment
13. Self-motivation, enthusiasm and ability to inspire others	Interview Assessment
14. Team leader and team player	Interview Assessment



15. Time-management and prioritisation skills	Interview Assessment
16. Project planning, development and monitoring	Interview Assessment
Our values	
17. Respect	Interview Assessment
18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment
Other	
22. Able to fulfil the travel requirements of the post	Application form
23.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
24. Professional level qualification in archives or other cultural sector.	Application form
Experience	
25. Experience of external fundraising and commissioning	Application form
26. Experience of working with volunteers	Application form
27. Experience in audience development	Application form
28. Grant and fundraising skills and experience	Application form
Knowledge	
29. Knowledge of archives and current sector national policies	Application form Interview Assessment
30. Knowledge of national best practice frameworks and policies for education and learning	Application form Interview Assessment
Skills and abilities	



31. Consultation skills	Interview Assessment
32. Evaluation skills	Interview Assessment
33. Marketing and promotional skills	Interview Assessment

Approval

Manager's job title: Sam Johnston

Date: October 2012

