

St Mary's, Walthamstow

Community Engagement Officer Job Description

1 year fixed-term contract

Part-time, 21 hours (3 days)

Salary: £28,000 pro rata

Closing date: Monday 8th August 2022 at 12pm (midday)

St Mary's Walthamstow has received significant National Lottery Heritage Funding to renovate and restore our ancient building and establish a creative hub at the centre of Walthamstow. A key part of the funding is to develop our community engagement work through arts, music and community activities.

Our vision is 'to be a transforming presence and inspirational hub for community activity, music and art – to be a 'Creative church for a creative community'.

Our project will see St Mary's become a creative centre, focusing particularly on live music, arts and gardening, which we will use to engage with the wider community and provide a range of new learning and participation opportunities. Through arts and music, we will celebrate local heritage and the cultural diversity our community boasts. By doing so St Mary's will become a true community asset, thriving and open, and welcome to all.

Our capital work is set to complete at the end of this year. We are looking to appoint a Community Engagement Officer to build on the outstanding work of the existing post-holder who has secured a full-time post in another institution. She will be available for thorough handover and induction.

The Community Engagement Officer will work as part of a small team to deliver the remainder of the Lottery-funded Activity Plan, strengthen partnership working and support community engagement and learning.

Responsibilities

- Acting as an advocate and source of expertise in heritage and learning for St Mary's Church.
- Working with the Rector and Community Gardener and wider staff team to develop and implement NLHF-funded programmes designed to engage the local community in heritage, arts and music as set out in the Activity Plan and supporting Action Plan.
- Co-ordinating the planning and production of temporary exhibitions in the church's gallery.
- Budget management and reporting
- Organising the effective delivery of a range of pre-agreed partnership projects, including co-curation, to time and to budget including exhibitions, arts workshops, theatre production, community photography, community choir and music hall events.

- Leading on the development and implementation of new school curriculum resource, projects and self-led visits, working in partnership with St Mary's Primary School staff and pupils.
- Leading on the recruitment, co-ordination, support, and supervision of new and existing volunteers some of whom may have special needs – ensuring opportunities are accessible to a diverse range of people and ages.
- Identifying training needs of existing volunteers and, working with the community gardener and Rector, on devising appropriate training sessions to fulfil these needs.
- Building and developing networks with local community groups, schools, colleges, heritage and arts organisations. Work with partners identified in the Activity Plan and seek new opportunities to open up and explore the heritage of St Mary's through partnership working.
- Supporting the Operations Director (tba) in the appropriate management of the building for events and activities in support of widening audiences and in the delivery of Activity Plan programmes, and income generation.
- Working with the Evaluation Consultant to ensure effective monitoring of all activities, regular reporting and evaluation, including support for the use of volunteers in data collection/evaluation methodologies.
- Regular reporting to the Rector, and Project Manager in support of National Lottery Heritage Fund reporting and monitoring requirements.
- Ensuring all relevant health and safety standards are met in relation to your personal safety, the safety of volunteers, visiting school or community groups and members of the public using the church and churchyards. Conducting and reviewing risk assessments as required
- Ensuring that the Parish of Walthamstow's safeguarding policies are properly understood and adhered to by all volunteers and leaders.
- Attending staff meetings, occasional PCC meetings and other church and management meetings as required by the role.
- Willingness to attend church services for particular events or promotions, when required.
- Undertaking such additional duties commensurate with the post as may reasonably be requested from time to time.

Person Specification

- Minimum two years' community, arts, heritage or learning engagement and development experience working with diverse audiences.
- Experience of developing new interpretation, learning and family engagement resources and activities for a range of audiences.
- Extensive experience of working with and supervising volunteers including an ability to teach volunteers by example for example learning activities, guided talks and tours.
- Experience of working with a range of partners in delivery of joint activities.
- An understanding of the Church of England in general, St Mary's Walthamstow in particular and sympathetic to our ethos, aims and approach.
- Experience of working for, or participating in, a community-based organisation.
- Experience of working with disadvantaged groups/individuals and/or children.

In addition

- An enthusiastic communicator and manager of people, eager to support active community engagement and partnerships
- Able to work with people of all ages, backgrounds and abilities.
- Strongly committed to working as part of a team and to equal opportunities for all.
- Aware of all issues affecting personal safety and the safety of others, including volunteers. Sensitive to community issues, values and demographics.
- Reliable and organised with an ability to take the initiative, identify priorities, plan activities and balance competing demands.
- Friendly and approachable
- A confident and effective communicator both verbally and in writing
- Proactive and self-motivated
- Willing to work flexible hours including and weekends.
- Qualified First Aider or willing to acquire this qualification.

This is a part-time position 21 hours (3 days) per week and a salary of £28,000 pro rata. The contract is fixed term for one year with the hope of contract extension if further funding is secured.

The Parish of Walthamstow, of which St Mary's is a part, is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers interacting with these groups to share this commitment. This position will be subject to a satisfactory DBS and reference checks.

For an informal conversation with the current post-holder, Dr Emma Miles, please email: emma@stmaryswalthamstow.org

You can find more information about our Creative Church project on our website: <https://www.stmaryswalthamstow.org/creative-church-programme/>

To apply, please send a CV and covering letter, outlining why you are applying for the role and your relevant experience to the Rector, Rev Vanessa Conant: vanessa@stmaryswalthamstow.org