

## Community Participation Manager (Ref: CPM25)

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| <b>Reports to:</b>        | Director  |
| <b>Responsible for:</b>   | Schools & Community Coordinator, Volunteer Co-ordinator, Freelance Schools Facilitators, community partners and programme practitioners   |
| <b>Contract:</b>          | Full time, permanent. (Part time will be considered)  |
| <b>Key relationships:</b> | Kitchen Garden team, Visitor Experience team, Commercial team, Development team and Volunteers. Community partners, local council, heritage partners, local creatives, practitioners and artists. |
| <b>Salary band:</b>       | £35,000 – 38,000 p/a  |

### Role Summary

Established in 2021, and funded by The Linbury Trust, the *Growing Together* Community Programme works closely with local groups to support access to Chiswick House & Gardens and foster a sense of belonging. With co-design projects, facilitated activity, volunteering and supported self-led engagement, we encourage community groups and schools to learn about nature, be creative and explore our shared heritage together. Reaching over 3000 members of the community each year and engaging over 50 community groups on a regular basis, the programme aims to build confidence to visit and aide wellbeing.

Our new and developing *Growing Green* School Programme is funded by the National Lottery Heritage Fund. Focused on hands-on outdoor engagement in our historical working Kitchen Garden. The programme aims to utilise the uniqueness of our functioning Kitchen Garden and the need for better food education for schools. Supporting teachers and enriching learning through self-led and facilitated offers.

Alongside the Schools and Community Programme, the Trust works with 200 volunteers in diverse roles from lake monitoring to flowering growing, tour guiding to garden bench conservation. You will be responsible for also overseeing the Volunteer Coordinator who manages the Volunteering programme, increasing the links between the Trust's volunteering and community work.

The role of the **Community Participation Manager** is to lead both the established community and volunteer programme and the developing schools' programme. Nurturing existing partnerships and programmes, while fostering new collaborations, to create meaningful engagement, unique to CHGT. The role is key to ensuring community engagement, co-design and partnership working is embedded throughout the organisation. This comes at an exciting time for CHGT, as we transform underused spaces and prepare to move into a new Learning Hub in 2026.

### The Organisation

Chiswick House & Gardens is a thriving 350-year-old haven in West London, open for everyone every day. Teeming with nature, stories and activities, our precious House is cared for and our spectacular Grade I listed gardens are completely free to roam, thanks to our supporters. As a charity our mission is to keep Chiswick House & Gardens flourishing today and for the next 350 years. Everyone and their dog can stroll, play, learn, relax and meet here and we're also 75% visitor and supporter funded, so we wouldn't exist without the community around us.

Internationally recognised and locally loved, the gardens are home to lots of wonderful wildlife and trees that clean and cool the air. At the centre of our 65 acres, we run an open, working Kitchen Garden where everyone is invited to wander, taste what's growing, or enjoy activities that we run with and for our local community.

# CHISWICK HOUSE & GARDENS TRUST

We're proud to have a special place in design history as the first ever English landscape garden and rose garden. Memories have been made here since the mid-1700s, rooted deeply amongst the trees, architecture, lake and historic walls.

The Community Programme aims to build stronger partnerships with local community groups and schools in Hounslow and West London. Working with groups who that reflect the diversity of the area, have limited access to opportunities and/or face barriers to engagement.

## What we can offer

- A dynamic, fast paced and ambitious charity
- An exciting opportunity to work at a unique venue set in 65 acres of gardens.
- A friendly, collaborative and effective team that consistently produces an experience to delight our clients and local communities
- 25 days annual leave plus bank holidays with an option to purchase up to 5 additional days holiday
- An additional day off for your birthday
- 2 days volunteering allowance
- Paid overtime (if working on commercial events)
- Staff discount in Chiswick House Café and Shop
- Flexible working policy
- Employee Pension scheme
- Cycle to work scheme

## What you will be doing

The **Community Participation Manager** is responsible for leading the community, volunteer and schools' programme. The position requires a combination of partnership building, advocacy and hands-on management of engagement activities. It is a varied and fast paced role, balancing multiple local stakeholders, community partners, school, and practitioners, alongside everyday programme management, delivery and development, evaluation, budgeting and reporting. The role requires strong communication and team working skills to ensure the smooth running and integration of the programme, working closely with the Kitchen Garden team, while, also demonstrating understanding of engagement within the heritage sector.

The role will respond to your own skills, experience and interests. However, the general responsibilities have been outlined below, guided by our vision to be a place for everyone, every day:

### Partnerships

#### *External*

- Nurturing partnerships with existing community partners, to use CHGT for self-led use as well as co-designed projects.
- Identifying and developing new local partnerships with local health and social care charities particularly those who are underrepresented and underserved.
- Maintaining good working relationships with local heritage partners, council staff and facilitators
- Representing CHGT and its work at community events, local council meetings, network groups, heritage sector events and to programme funders

#### *Internal*

- Working closely with all CHGT teams, in particular the Kitchen Garden team to ensure the smooth running of the programme.
- Acting as an advisor, sharing heritage sector good practice, in particular on underrepresented voices and histories.
- Ensuring community engagement, volunteering and learning is considered within high-level decision-making and future plans
- Ensuring that all programmes are accessible and inclusive, with consideration for marginalised and underserved groups

# CHISWICK HOUSE & GARDENS TRUST

## **Community, Schools & Volunteer Project Management**

- Co-create high quality, exciting and meaningful opportunities for people in our community, in partnership with local creatives, to participate in learning, community and volunteering activities.
- Manage all elements of project development from planning to delivery. Utilising a co-design methodology and ensuring a high-quality experience for all from start to finish.
- Developing evaluation frameworks to capture feedback for reporting requirements and to inform future programming and fundraising.
- Manage the Schools & Community Coordinator. Supporting the development and delivery of the schools programme and overseeing the expansion of the programme and freelance Schools Facilitators role.
- Manage the Volunteer Coordinator. Supporting the ongoing development and delivery of the volunteer programme and overseeing the expansion to ensure we are inclusive.

## **Who we are looking for**

You will have a strong understanding and empathy with our local culture, history and the identity of our communities. You will have your finger on the pulse when it comes to what's happening in local, social, economic and political platforms. Alongside a good understanding of the education sector, outdoor learning, and learning within the heritage sector and schools' engagement. In addition, you will need to demonstrate:

## **Experience and Knowledge**

- Minimum of 3-5 years of experience in community outreach, public engagement, or programme management, preferably within a museum, cultural institution, or nonprofit organisation.
- Experience of developing and delivering co-designed educational and community-based programmes.
- Proven ability to work with diverse communities and create inclusive, participatory experiences.
- Experience of long-term partnership building and advocating for underrepresented audiences
- Strong project management skills with experience managing multiple initiatives simultaneously.
- Experience of working with and supporting artists, creatives and freelance facilitators
- Experience with and a good understanding of volunteer management and innovation in volunteering
- Understanding of current horticultural therapy and heritage practice with adults and young people, along with understanding of the National Curriculum for Key Stage 1 & 2.
- Knowledge of museum participation practices and community engagement in the heritage sector

## **Skills and Competencies**

- Excellent leadership skills, including team development and motivation
- Excellent facilitation and relationship building skills
- Event logistics and project administration experience
- Excellent budget management skills and report writing.
- Excellent verbal and written communication skills, with the ability to engage and inspire a broad audience.
- Sensitivity, empathy and tenacity, with strong demonstrable skills of listening, building trust and acting to deliver a high-quality service.
- A good multi-tasker who can hit the ground running in a demanding & fast paced environment.
- Excellent organisational, interpersonal, and administrative skill: work collaboratively with kindness, fairness and consistency.
- Proficient in Microsoft applications and SharePoint
- Clear concise written and verbal communication skills

We are looking for people who reflect the diversity of the country today to help us shape our approach and make it more relevant to the diversity of the people in our local communities. Disabled people, those that identify as being from Black, Asian and minority ethnic backgrounds and people under 30 are under-represented in our staff and volunteer team, and we encourage applications from people in these groups.

# CHISWICK HOUSE & GARDENS TRUST

## How to apply

To apply please submit:

- A **CV** (no more than 2 pages)
- A **Cover Letter** (no longer than 2 sides of A4) outlining your interest in the role, how your experience matches 'Who we are looking for'.
- Please provide details of **two referees** who know your employment and your work.
- Please include your **full contact details** including daytime and evening telephone numbers.

Applications should be sent to [Info@chgt.org.uk](mailto:info@chgt.org.uk) with **Community Participation Manager** and **Ref CPM25** in the subject header of your email.

**Deadline:** Closing date for applications is **Wednesday 23 April 2025**, midday

**Interviews and Shortlisting:** It is anticipated that shortlisted candidates will be invited for interview on Thursday 1 May 2025.

**If you would like to speak to somebody about the role in more detail, prior to your application, please email [info@chgt.org.uk](mailto:info@chgt.org.uk) with your request and the subject CPM25**