



Job Title	Engagement Officer
Hours per week	26.25 (0.7 FTE)
Responsible to	Engagement and Collections Manager
Responsible for	Programming Volunteers
Contract	This is a fixed-term contract until 31 st March 2025
Salary	£26,522 FTE pro-rated to £18,565

We are the independent social history museum in the heart of Cambridge dedicated to exploring the stories and histories of Cambridgeshire.

We've set ourselves some ambitious goals for audience growth and program diversification for the next five years. We're looking for an innovative and dedicated Engagement Officer, passionate about bringing history to life for all audiences through workshops, crafts, activities, onsite trails and offsite events.

You'll be responsible for delivering high-quality offsite visitor outreach on our **Museum on a Bike**, as well as onsite family and visitor engagement and activities like our 1-5-year-old **Little Feet and Big Impressions** stay-and-plays. Working with colleagues in our wider Engagement Team, like our Development, Communications and Retail officer, you'll be developing and



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implementing creative programming to ensure the Museum reaches new visitors across Cambridge. You'll take the lead on delivering our calendar of community engagement, school holiday activities, and family exhibition programming.

Through engagement and programming, this role will support the **Legacies of Windrush project**, supported using public funding by the National Lottery through Arts Council England and Cambridge City Council Community Grant, celebrating the voices of the Cambridgeshire Windrush generation.

This role is part-time at 26.25 hours a week until the 31st of March 2025.

How To Apply- Museum of Cambridge

Please email a C.V. and a cover letter (1 side of A4 max.) to Alex Smaridge, Engagement and Collections Manager with Directorial Responsibilities, by 12 Noon on Wednesday 27th of March.

Interviews will take place on Thursday 4th of April.

If you would like us to provide this document in an alternative format, please email alex.smaridge@museumofcambridge.org.uk or call 01223 355159.

We are committed to representing the communities of Cambridgeshire within our staff, volunteer and trustee teams. We want everyone to feel confident applying for a role with us, especially those from underrepresented groups in the sector.

If you have any further questions or comments or would like to get in touch for an informal chat about the role, do email or call 01223 355159.

Role Breakdown

- Engagement, Visitor Experience and Programming 70%
- Reporting and monitoring and 10%
- Operations and Volunteers 20%

Job Description

Engagement and Programming

1. With support from the Engagement Manager, deliver on the Museums programming strategy, supporting the Museum in reaching targets on visitor growth and engagement.
 - a. This will include delivery of Museum on a Bike (MoaB) offsite activities.
 - b. Onsite seasonal programming, including storytelling, crafts and activity workshops that engage with the Museum's collections.
 - c. Supporting the intergenerational *Legacies of Windrush* workshops, enabling co-production and facilitating creative connections.
2. Ensure the Museum's programming activity is well publicised. Using packages such as Canva or Adobe, as well as Hootsuite, activities are shared with audiences across social media, print and press.
3. Monitor and report key performance indicators for visitor engagement and outreach.
4. High-quality reportage of engagement activities to feed into fundraising reports and blogs.

Operations and Volunteers

5. Coordinate the recruitment, training and stewardship of the Programming Volunteer team at the Museum.
6. Provide opportunities for volunteer development through programming activities.
7. Work closely with the Engagement Manager to deliver impeccable standards of health and safety and safeguarding at the Museum.
8. Work closely with the Engagement Manager to support the onsite operations of the Museum.

Additional Responsibilities

9. To be a key holder and act as Duty Manager contributing to the safe and successful opening of the Museum.
10. Any other duties that can be reasonably required and are compatible with the nature of this job description.

Person Specification

Skills and abilities		How will this be assessed?
Coordination and strategic thinking	You will be able to work in partnership with colleagues to deliver and feed into organisational strategies.	Application



	You will be able to monitor and evaluate progress against Key Performance Indicators.	Application Interview
Communication and Working Style	You will have excellent interpersonal skills and be able to work with people with different working and communication styles.	Application Interview
	You will be a self-starter, able to work independently and support others to work independently.	Application
	You will be able to manage your time well across a range of competing priorities.	Application Interview
	You will have excellent written and verbal communication skills and be able to write and communicate for varying platforms and audiences.	Application Interview
Volunteer Management	You will be able to coordinate and deliver on the recruitment, training and supervision of volunteers.	Interview
	You will have good knowledge of best practice in volunteer management.	Interview
Engagement and Programming	You will be able to deliver a program of high-quality on and offsite events aimed at growing and diversifying our audiences.	Application Interview



	You will be confident travelling by bicycle, riding a cargo bike for museum outreach.	Application Interview
	You will be able to design and deliver a program of engagement activities aimed at children aged 1-5 and their carers.	Application Interview
	You will be able to use a range of marketing techniques to ensure excellent engagement with our intended audiences.	Application Interview
Operations	You will be able to follow health and safety and safeguarding in the Museum and offsite, undertaking risk assessments with the supervision of colleagues.	Application Interview
Local History	You will have a love of local history and ensure communities are empowered to share and access their local heritage.	Application Interview
Data Protection	You will have a commitment to confidentiality and the sound management of highly sensitive data.	Application
Equality, Diversity and Inclusion	You will have a commitment to best practice in Equality, Diversity and Inclusion and ensure the Museum is a welcoming and inclusive space for all.	Application Interview
Health, Safety and Safeguarding	As with all our staff, you will be committed to ensuring our visitors, volunteers, staff and trustees are all kept safe, with the ability to manage health	Application Interview



	and safety and safeguarding risks in a museum setting.	
Working Patterns and Conditions	You may be able to work occasional evenings and weekends as required [TOIL will be allowed for hours worked outside of core hours].	Application
	You will be prepared to undertake lone working when required, as agreed with your line manager.	Application

Further Information

Contract and Flexible Working

This is a fixed-term contract until 31st March 2025. We may be able to provide flexible working arrangements. This role will require working alone as well as offsite with members of the public.

Annual Leave

You will be entitled to 28 days of annual leave inclusive of bank holidays, pro-rated to your contract hours and from your start date.

Location and Facilities

This role is based on-site at the Museum of Cambridge. Our office space is located next to the Museum itself, just north of the river close to Cambridge’s historic city center, with excellent public transport links and local amenities.

You will be offered four unlimited friends and family passes to visit the Museum for the duration of your employment so you can bring your loved ones to visit the Museum as many times as you like. You’ll also get free entry



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plus a guest to all our in-person and virtual events, as well as a discount in our shop.

Training

You'll have access to training and development opportunities with Share Museums East, Cambridge Council for Voluntary Services and The National Council for Voluntary Organisations, and plenty of opportunities to network with peers in the local charitable, arts and cultural sectors.

About The Museum of Cambridge

The Museum of Cambridge is an independent Trust and Company limited by guarantee, number 412205. Our Museum is one of only a handful of independent museums in the city of Cambridge to operate as a registered charity, number 311309

The Museum of Cambridge is a unique institution that tells the social history of Cambridge and the surrounding region. Set in the Grade II-listed 17th-Century White Horse Inn, on the important Roman street from castle to river to university, the Museum has told the fascinating stories of local people since it ceased trading as a pub in 1936. You can find the Giant's Boot, see the prize belt of the long-distance champion of the world, examine witches' bottles, and discover the real Muffin Man. Under the curatorship of Enid Porter, from 1947-1976, the Museum pioneered oral history, recording the rich history, customs, stories and beliefs of the everyday people of Cambridge, a tradition the Museum preserves today, especially in our work with communities across the region.

Find out more by going to www.museumofcambridge.org.uk.