



## Role Profile

**Title:** Camellia House Project Community Engagement and Inclusion Officer

**Location:** Wentworth Woodhouse Preservation Trust, The Mansion, Wentworth, Rotherham, South Yorkshire

**Hours of work:** 30 hrs/week (which can be spread across 4 or 5 days)

**Contract:** Initially a 2-year fixed term contract

**Responsible to:** Chief Executive Officer

### **Community Engagement and Inclusion Officer role purpose:**

With a strong emphasis on audience development and engaging underrepresented and disadvantaged groups, this proactive role will seek to build relationships with and create opportunities for South Yorkshire communities to connect meaningfully with Wentworth Woodhouse and help us engage a wider range of people with our heritage buildings and stories and the nature within the gardens.

You will be an excellent networker with a background in community outreach and audience development and create a strong network of support for the project. You will have an excellent track record as a project coordinator/manager within the cultural sector and experience of developing and delivering a varied programme of community participation activity for a wide range of ages and abilities. This might include art and nature projects and activities which promote positive wellbeing such as gardening and growing. You will be working with a range of local community groups, volunteers and delivery partners and will need to effectively manage relationships with these stakeholders as well as participants.

You will need to be above all an excellent communicator and 'people person'. You will be a dynamic and highly motivated self-starter with strong organisational skills. You will have commitment to inclusivity and access and want to work in, and foster, an environment which is welcoming and engaging to all.

Alongside delivering activities and supporting community project delivery work as outlined in the Activity Plan, you will interact with general visitors and be an enthusiastic interpreter of Camellia

House history as well as facilitate some events in the gardens, inspired by the Camellia House. You will actively showcase the achievements of the community members you work with to ensure visitors and non-visitors are aware of the community projects happening on site.

You will be a real team player and help the rest of the Camellia House project team to achieve their targets as well as deliver your own. As a multi-use site, you will be willing to help with other diverse tasks from time to time, such as setting up for a wedding or event. You will be willing to learn and as part of the wider staff team, be a champion for access and inclusion and an ambassador for the Wentworth Woodhouse Preservation Trust telling our visitors about the vital work we do to protect this special place.

### **Community Engagement and Inclusion Officer role duties**

- Develop details for and deliver designated activities outlined in the Camellia House Activity Plan. (Activities will be divided between the staff roles for The Camellia House Project, but where overlap exists, should be developed together).
- Organise and manage on and off-site events and activities within the programme aimed at target community audiences, including managing resources to take bookings, risk assessing, production of marketing materials and distribution.
- Work with our target audience groups and the organisations that offer support to these groups, to make Wentworth Woodhouse more inclusive and accessible, with the Camellia House project being at the centre of this work.
- Be willing to drive a minibus to pick up groups from South Yorkshire locations and bring them to Wentworth Woodhouse.
- Curate small displays and exhibitions of participants' work, including producing written interpretative text.
- Organise networking events to build relationships with new local community groups and organisations, promoting Wentworth Woodhouse and building capacity and relationships for others as well as for us.
- Work closely with other members of the Camellia House project team and the Assistant Gardener to deliver and support activity with community groups in the gardens.
- Recruit, commission and manage contractors, freelance professionals and suppliers engaged in delivery of the Activity Plan.
- Create alternative heritage interpretation where necessary (e.g., QR codes directing people to audio and BSL interpreted and captioned films) to increase access for individuals who need additional communication support.
- Motivate and supervise volunteers working on your projects and support and encourage community participants to get involved with other volunteer roles, supporting the diversification of volunteering at Wentworth Woodhouse.
- Carry out your own administration tasks to include setting up and maintaining databases, writing briefs and commission documents, monitoring and analysis of visitor feedback. You will ensure compliance with General Data Protection Regulations.

- As a budget holder you will be responsible for setting, phasing, monitoring and reporting Activity Programme budgets.
- Compile evaluative reports for Wentworth Woodhouse management teams and contribute to the progress reports for the National Lottery Heritage Fund.
- Take responsibility for all health, safety and environmental management within the context of projects and events that you run.
- Work closely with the evaluation consultant to gather relevant data and feedback from participants and stakeholders and monitor and evaluate the effectiveness of all projects and activities to ensure all are delivered to a high standard.
- Regularly contribute news and content and work with the digital and marketing team and external agencies such as the Rotherham Ethnic Minority Alliance to ensure our events and programmes reach non-traditional heritage audiences.
- Carry out other tasks to support the wider staff team where reasonably requested.
- Attend training courses and garden learning visits as necessary.
- Work flexibly, including weekends.
- Ensure you adhere to health and safety policy and procedures at all times.
- Be conscious of social media and its implications in the workplace.

**Thanks to National Lottery players**





PERSONAL ATTRIBUTES	Have confidence when working with the public	Essential
	Happy to work indoors and outdoors in all weathers	Essential
	Passionate about increasing opportunities for people to access heritage and new experiences	Essential
	Be patient, kind and inclusive and confident to work with a range of people from different backgrounds and abilities. In particular, many of our participants will be adults and young people with disabilities, additional learning needs and people with mental health challenges.	Essential
	Be anti-racist and champion equality and diversity	Essential
	Ability to work well under pressure, and remain calm in a busy environment	Essential
	A flexible and positive approach	Essential
	A courteous, respectful, and professional manner	Essential
	Awareness of the implications of social media in a workplace	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including weekends and occasional Bank Holidays.	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....

Commence: