

# THE BRIDGE

20 Gainsborough Street, Sudbury

## Job Description

### St Peter's Cultural Venue Sudbury Engagement Officer

**Job title:** Engagement Officer

**Reports to:** Operations Manager

**Salary:** £24,000 per annum

**Hours:** 37.5pw

**Contract:** 24-month fixed term contract

#### **About the Bridge Project:**

The Bridge Project is a dynamic charity with the primary purpose of assisting disadvantaged adults within the local community of Sudbury. We are a unique food-focussed and creative social enterprise where hospitality and community are at the heart of what we provide, which is built on an ethos of sharing and inclusivity.

The Bridge Project are working in partnership with the Churches Conservation Trust (CCT) to deliver an exciting new cultural and learning space at St Peter's Cultural Venue in the heart of Sudbury.

#### **Job Purpose:**

To lead on the delivery of the 'St Peter's Sudbury' Activity Plan, supporting existing volunteers and recruitment of new volunteers to co-deliver a programme aimed at attracting new audiences to the site and securing repeat users that supports income generation and future sustainability.

The impressive Grade1 listed former place of worship secured a round 2 award from the Heritage Lottery Fund to conserve and develop the building into a vibrant and welcoming community arts venue for the people of Sudbury and visitors to the town.

Conservation and repair works are due for completion in June 2023, and we want to open the doors and hit the ground running! We are bringing together a small, but vital site team who will help create new and exciting opportunities aimed at providing a vibrant and welcoming new space for the whole community.

Working with the external partners, the Engagement Officer will identify and develop community networks and deliver a programme of community, schools and family learning activities, and events. The Engagement Officer will also be responsible for recruiting, training and supporting existing and new volunteers to help deliver the learning programme.

The Engagement Officer will have responsibility for the temporary Exhibition / Display unit within St Peter's, and work with external partners to ensure the display is updated regularly including the first display for the launch of St Peter's.

The Engagement Officer will support the Operations Manager with interpretation installation on site and be responsible for the contents of flexible interpretation units including creating hands on activities, ordering supplies / equipment and developing information sheets so these can be self-led activities.

## **Key Tasks**

### **1. Deliver, evaluate, and report on the activities at St Peter's.**

The post holder will actively engage with local communities, schools and key stakeholders, especially in identified target areas, to determine needs and encourage participation with St Peter's Sudbury and will:

- Manage a small activity project budget.
- Monitor and evaluate all activities and events at St Peter's, including gathering project data, quotes from participants and reporting on achievement of milestones / targets and complete written reports as required.
- Undertake day-to-day administrative tasks including, ordering resources, taking bookings, and making regular reports to the partners.
- Ensure all events and activities are coordinated with the sites booking system for external hirers.

### **2. Develop a programme of learning and community events**

- Create partnerships and liaise with local partners to develop and deliver learning opportunities for a wide-ranging audience group, including schools and colleges;
- Contribute to the development of a programme of unique events (community and ticketed), designed to attract newer audiences to the site and secure repeat visitors;
- Develop and deliver community and family activities and events;
- Develop, trial, evaluate and deliver school visits,
- Develop school and family learning resource packs
- Develop sustainable plans with the partners to enable them to continue delivering activities beyond the NLHF funded phase;

### **3. Train and support learning volunteers**

- Define and develop site specific volunteering roles, and work with local educational providers and training establishments to recruit and supervise work experience placements, in line with Bridge Project policies.
- Develop and deliver volunteer's training programme in line with Bridge project policies

ensuring it fulfils all relevant Health and Safety and Child/Vulnerable Adult Protection requirements,

- Support and supervise all volunteer activity on site including arranging rotas, and managing the volunteers expenses budget.

**4. Support the Operations Manager in the delivery of a variety of programmed events**

- Deliver family arts and heritage learning sessions (non term time) to include home school.
- Develop and deliver a Holiday Activity plan (minimum of one per school holiday)
- Deliver seasonal events including Easter, Christmas, Halloween, Heritage Open Days, Remembrance Day etc.
- Manage and deliver the café events calendar.

**5. Additional duties – please note this list is not exhaustive.**

- Support the Operations Manager and the Churches Conservation Trust at the community and VIP launch events
- Supervise work experience placements as required
- Front of house duties as required for events

**Additional Information**

**Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, and visitors. All staff has a responsibility to manage risk within their sphere of responsibility.

All Bridge employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

**Data Protection**

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Person Specification

Requirement	Essential	Desirable
<b>Education and Training</b>		
1. Level 3 qualification in a relevant area such as cultural heritage or arts		X
<b>Experience</b>		
2. Experience of delivering learning, community engagement, or audience development programmes in a heritage / arts setting	X	
3. Experience of working with a range of communities	X	
4. Experience of effective collaborative working with external partners and stakeholders and developing effective relationships.	X	
5. Experience of recruiting and managing volunteers	X	
6. Understanding and experience of managing budgets.	X	
<b>Knowledge, Skills &amp; Abilities</b>		
7. Knowledge of heritage sector learning, interpretation, and access issues		X
8. Effective interpersonal, networking, communication, and presentational skills.	X	
9. Ability to take initiative, identify priorities and plan activities	X	
10. Understanding of the challenges of working within historic buildings.		X
11. Knowledge of local communities.		X
<b>Personal Qualities</b>		
12. Self-motivated ability to organise and balance priorities	X	
13. Enthusiastic, approachable, and confident	X	

**Job Requirements**

- A willingness and ability to work flexibly according to the needs of the Bridge Project which will include some work outside core hours, evenings, and weekends.
- All Bridge staff are expected to be administratively self-sufficient and possess strong IT skills, particularly Microsoft Office applications.
- The post holder will be required to have an up to date DBS (Disclosure and Barring Service)

### **Key working relationships**

You will be expected to work closely with the Operations Manager, CCT regional colleagues, local partners, users of the St Peter's Cultural Centre, and volunteers.

### **To apply for the post**

Please email Alli Burke, Operations Manager (Bridge Project) for an application form

Email: [alli.burke@thebridgeproject.co.uk](mailto:alli.burke@thebridgeproject.co.uk)

### **Timeline**

Closing date for applications	Noon 26 <sup>th</sup> April 2023	
Interview date	11 <sup>th</sup> May 2023	(in person in Sudbury, Suffolk TBC)