

# **Appointment of Learning and Engagement Officer**

## **Job Description and Person Specification**

### **About Beverley Minster**

Beverley Minster is part of the Church of England and the worldwide Anglican Communion. It is a Cathedral-sized building and is the largest parish church in England. It is the venue for major civic services as well as for concerts, exhibitions, festivals and other special events.

The Minster is one of the finest Gothic structures in Europe built mainly between 13<sup>th</sup>- 15<sup>th</sup> centuries, and it welcomes approximately 60,000 visitors a year. The origins of the Minster go back 1300 years to the time of St John of Beverley who founded the original monastery on the site of the present Minster and whose shrine became a major destination for pilgrims.

From the time of King Athelstan in the early 10<sup>th</sup> century, Beverley was a major centre of sanctuary for those seeking refuge from rough justice. The oldest object in the Minster is an extremely rare Anglo-Saxon sanctuary chair. The theme of sanctuary and its contemporary resonances lie at the heart of a current Heritage Lottery Funded project that includes a vision for engaging with new audiences and communities.

### **Job Title**

Learning and Engagement Officer

### **Accountability**

The post-holder will report to the Project Manager.

### **Statement of Purpose**

Within the context of Beverley Minster and its role as the civic church of the East Riding of Yorkshire, the purpose of the post of Learning and Engagement Officer is to develop and deliver a range of activities designed to engage a wide and diverse audience. The post holder will develop a sustainable programme of activities to share the story of sanctuary at Beverley Minster in accordance with the Minster's Activity Plan, specifically including adults, young people and children, but particularly those people who might be traditionally unlikely to engage with and learn about the heritage (as listed below) with the target of increasing the number of visitors to the Minster.

## **Main Responsibilities:**

### **1. Engagement**

- Developing links with a wide range of community groups to raise the profile of Beverley Minster and to inform development of the learning and engagement programme. This will include, but not be limited to, Bishop Burton College, the Cherry Tree Centre and The Open Doors Refugee Centre.
- Develop links with St. Mary's Church, the East Riding of Yorkshire Council and other heritage visitor attractions to share best practice and where appropriate arrange joint activities.
- Developing and manage liaison with schools, colleges and non-formal learning providers.

### **2. Learning**

- Developing and delivering ways of interpreting the building, its role, story and the heritage it represents in accordance with the audience development strategy, with reference to the theme of sanctuary.
- Developing and implementing inclusive learning opportunities and resources for adults, families and children.
- Developing and overseeing special events on a sanctuary theme for children and families.
- With other providers, developing and promoting the programme of regular Sanctuary-Themed Days in the Minster for schools in the region.
- Promoting and organising activities for adult learning groups and colleges.
- Working with the website manager to maintain the project specific online resources and provide regular updates on social media.
- Meeting with local asylum seekers and refugees to gather stories to use in interpretation

### **3. Leadership and Management**

- Implementing those aspects of the 'Beverley Minster – Place of Sanctuary since 937' Activity Plan (part of the NLHF project) which relate to community groups, families, schools, and learning, with particular reference to the delivery of the events, heritage and learning programme outlined in the updated Activity Delivery Plan.
- Leading the development of an inclusive audience development strategy to engage new audiences.
- Establishing a Learning Advisory Group with representation from groups at risk of social exclusion, the local education community (both schools and adult learning organisations) and heritage groups to devise, implement and review an innovative learning and engagement programme.

- Overseeing the recruitment and training of a team of volunteers within emerging policies and procedures to help with the delivery of the learning and engagement programme, and to ensure its sustainability after the end of the NLHF project.
- Assist with developing an evaluation framework and keeping appropriate records to monitor and assess the effectiveness of the learning and engagement programme, drawing on good practice.
- Reporting to the monthly Project Board meeting on community engagement and learning activity.

## **Person Specification**

The role will suit someone with a background in one or more of the following areas of expertise: community engagement, education, heritage/museums sector, volunteer management.

The following experience, skills and qualities are essential (E) or desirable (D) to fulfil this role:

### **Experience**

- Experience of working in at least one of the following fields (E):
  - Community engagement and development practice with a wide and diverse audience.
  - Volunteer recruitment and management.
  - Delivering the National Curriculum to vulnerable and at-risk young people or those who have English as a second language.
  - Working with school groups in either a school or heritage educational context
- Management skills to lead and enthuse a team of volunteers (E).
- Experience of managing a budget (E)
- Experience and understanding of using social media to promote events (D)
- Experience of developing and delivering evaluation strategies including reporting on effectiveness (D).
- Experience of initiating and developing successful and sustainable partnerships (D).
- Experience of events management (D)

### **Knowledge**

- An Honours degree in a relevant subject (E).
- Awareness and understanding of safeguarding children, equal opportunities, health and safety and GDPR requirements (E)
- Good working knowledge of the Christian faith, an understanding of Christian places of worship, and the ability to interpret the same sympathetically (E).
- Knowledge of the National Curriculum (D)
- Knowledge of good practice in managing volunteers (D)
- Awareness of current best practice in community engagement in churches and cathedrals (D).

## Aptitude

- Proactive, self-motivated and able to act on own initiative (E).
- Accomplished and creative skills in devising a variety of learning activities and resources (E).
- Aptitude for collaborative working, with the ability to thrive as part of a diverse team, both lay and ordained, professionals and volunteers (E).
- Ability to communicate with a wide variety of people (E).
- Administrative and good IT skills (E).
- Ability to work flexibly, including outside normal office hours (E).
- Honest and reliable (E).
- Current driving licence (D).

The Minster takes its safeguarding responsibilities seriously and consequently this post is subject to an enhanced DBS check. The post holder will contribute to the strong safeguarding culture of the Minster, helping to ensure that the Minster follows best practice to exceed its statutory responsibilities.

The post holder will promote the Minster's commitment to equality, diversity and inclusion and comply with the relevant policies.

## Main Terms and Conditions of Employment

The post is offered on the basis of the terms and conditions below, but the working hours and term could be varied by agreement.

Working Hours:	28 hours per week. Hours will need to be worked flexibly, and may include occasional weekend and evening commitments.
Salary:	The salary for this post is <b>£22,667 p.a. for a fixed term 12-month contract and is</b> paid monthly
Term:	The funding for the post is currently in place until 30 April 2022.
Holiday:	14.5 working days per annum.
Pension:	You will be automatically enrolled on to the Church Workers Pension Fund Scheme, unless you give formal notice of opting out at application.
Performance Review:	The appointment will be subject to a probationary period of three months.