The Cynon Valley Museum Trust (CVMT) is a charity formed in 2015 responsible for the operation of the Cynon Valley Museum. The mission of the CVMT is to *“promote the education of the local community and beyond in relation to the local history, cultural heritage and the arts of the Cynon Valley”.*

# Details and purpose of the role

**Job Title:** Communities Officer

**Reporting to:** Museum Manager

**Salary:** £22,000 - £25,000 depending on experience

**Term:** 2-year contract, 0.5 FTE (18.75 hours per week)

**Details:** flexible working hours are available, some evenings and weekends required

The role of the Community Officer is focussed on developing community relationships and promoting the museum to the public & other organisations. The Community Officer will work outside of the Museum with groups across the Cynon Valley, and inside to create an inclusive environment to ensure these groups feel comfortable and welcome in the Museum.

# Responsibilities

## Building, maintaining and developing partnerships and projects

* Working with potential new and existing partners of the museum to co-ordinate joint projects, events, exhibitions and other activities
* Maintaining relationships with the museum partners
* Attending project and community meetings on behalf of the museum

## Develop and implement an outreach programme with the support of volunteers

* Work in conjunction with RCT staff to access and share the Cynon Valley Museum collection
* Attend external events on behalf of the Museum such as local and school fairs. Develop content for and identify locations for pop-up museums across the Cynon Valley.
* Develop a series of activities and talks for community groups to share the heritage and history of the Cynon Valley as well as raise the profile of the Museum.
* Develop an outreach programme of other activities, projects and events happening in the community.
* Train the volunteers to be able to carry out these activities (with your support)

## Develop and implement an education offer at the Museum

* Develop and maintain relationships with local primary and secondary schools, and other education providers to highlight the advantages the Museum can offer the curriculum, as well as promoting the opportunity to work in partnership with the Museum.
* Oversee the volunteer management of the Loan Box programme
* Develop a series of adult education opportunities

## Management of in-house exhibitions

* Work with the Museum Co-ordinator to timetable in-house exhibitions
* Work with a volunteer team and RCT Heritage Service staff to develop content for in-house exhibitions
* Work with community groups to ensure in-house exhibition reflect local priorities and to timetable them to coincide with relevant local, national and international events and anniversaries

## Building Manager responsibilities

This position is flexible and there may be times when the Museum Co-ordinator is the only member of paid staff on site. During this time you are required to act as Building Manager:

* Overall responsibility for the security of the building
* Representative of the Museum in the event of complaints, complex enquiries or emergencies.
* Supervision of the volunteers

# Person specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Experience & Knowledge |
| Experience of working in a busy environment with a small team and limited resources | ✓ |  |
| Experience of working with community groups | ✓ |  |
| Experience of working with volunteers |  | ✓ |
| Knowledge of groups and networks across the Valleys and South Wales |  | ✓ |
| Experience of working on outreach and educational projects in the heritage sector | ✓ |  |
| Experience of producing exhibition content  |  | ✓ |
| Skills |
| Excellent organisational skills | ✓ |  |
| IT skills, specifically including Word and Excel | ✓ |  |
| Clear and distinct communication skills | ✓ |  |
| An innovative approach to problem solving | ✓ |  |
| Customer care skills | ✓ |  |
| Excellent communication skills | ✓ |  |
| Good research skills  | ✓ |  |
| Attributes |
| A flexible individual who must be willing to work towards the overall aims of the CVM | ✓ |  |
| A knowledge of the local history of the Cynon Valley |  | ✓ |
| Ability to speak Welsh or the willingness to learn |  | ✓ |
| A passion for heritage and the arts | ✓ |  |