

<p>JOB PROFILE –Heritage Engagement Coordinator</p>	<p>Grade D 37 hours 5 days a week</p>
<p>Job Purpose</p> <ul style="list-style-type: none"> Reporting to the Castle Museum and Archive Manager, this is a key post in a small team which is dedicated to the development and promotion of Tamworth’s local arts, cultural and craft sectors. This is a varied role, responsive to the needs of the sector and working with partners to deliver a range of activities, events, workshops and other opportunities for grassroots engagement in traditional skills and crafts typical of the local area. 	<p>Experience</p> <ul style="list-style-type: none"> At least 2 years' experience working in a development or project management role the successful delivery of heritage or arts events and activities <p>Desirable</p> <ul style="list-style-type: none"> Experience in working with the arts or crafts sector.
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> Creation and delivery of a two-year activity plan that will create new activity streams linked to traditional skills and crafts designed to engage new and existing audiences, particularly young people and those at risk of social isolation. Coordinating and collaborating with members of the community who already have an interest or skill, with young people to provide intergenerational learning and creating opportunities to reduce social isolation. Creation of opportunities to support the work of local creative practitioners, education providers and community groups through regular and accessible workshops, exhibitions, demonstrations, co-created installations and mini projects targeting a range of audiences. Creation of new and exciting volunteer opportunities. Responsible for developing new, sustainable income streams to secure the legacy of the project and for creating robust partnerships with community groups, arts and education organisations to take forward activity. Monitoring and effective reporting of projects, funding or contracts. Data collection and evaluation that demonstrates social and economic impact of the arts activity taking place. Working with the wider Castle and Arts and Events teams 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> Excellent communication skills and experience in building relationships and/or collaborations with key stakeholders or partners Good organisational and administrative skills with an eye for detail; proficient in Microsoft Word, Excel, Power Point presentations Ability to collate, interpret and evaluate data that can be used for qualitative and quantitative reporting. Able to demonstrate knowledge and/or experience of equalities and diversity issues. Ability to contribute to fundraising or generation of new income streams <p>Desirable</p> <ul style="list-style-type: none"> Experience of financial information, monitoring and budgets Demonstrate awareness of current trends and developments in the industry/sector and keeping informed through relevant networks. Experience of engaging with people online using social media
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> Heritage Crafts Activity Plan 	<p>Attributes</p> <ul style="list-style-type: none"> Proactive, composed, enthusiastic, approachable, able to build strong rapport with stakeholders and colleagues.

<p>Other:</p> <ul style="list-style-type: none">• Any other reasonable duties commensurate with the grade and general nature of the post.• Willing to work a flexible schedule including evenings, weekends and bank holidays	