**Community Engagement Coordinator**

**Person Specification**

**Personal Qualities**

* Natural rapport builder and passionate communicator.
* Confident to work both independently and as part of a team.
* A professional and approachable attitude to colleagues, clients and the public.
* Creative, empathetic thinking, energetic working and erudite interpretative skills.
* Willingness to make sound decisions.
* Systematic approach with attention to detail.
* Committed and hardworking ensuring work under your supervision is undertaken correctly and to a high quality
* Flexibility to stay away from home, work weekends, evenings and longer days if needed.
* Desire to engage in heritage education sector training.

**Qualifications**

* Education to Degree level in an appropriate subject, or demonstrable practical experience.

**Professional Accreditation**

* Membership of an appropriate professional body such as GEM is desirable.

**Knowledge and Experience**

Essential

The ideal candidate will have experience of:

* Developing and delivering engaging workshops and activities for adults and children within a heritage setting.
* Developing, resourcing and delivering community engagement events and activities.
* Recruiting, supporting and training volunteers.

The ideal candidate will also demonstrate a working knowledge of:

* The current formal education landscape of the UK and it’s curricula.
* Using archaeology or heritage as an exciting stimulus for the teaching of the arts, STEM and literacy.
* Pedagogical theory and practise.

Desirable

The ideal candidate will have experience of:

* Understanding of STEM and practical STEM activity delivery experience.
* Experience of working with handling collections as learning resources.
* Event coordination experience.

**Driving**

* Full, clean, UK (Category B) driving licence or equivalent.