**Community Engagement Coordinator**

**Role Specification**

Role Attributes

* As a Community Engagement Coordinator, you will join an existing team delivering Wessex Archaeology’s programme across the UK, in line with our engagement strategy and pedagogy.
* You will support the development and delivery of all our engagement programmes. These fall into the following broad categories of resources, school sessions, events, volunteers and STEM delivery.
* You will support the delivery of community engagement aspects of client projects.
* As Wessex Archaeology continues to develop its resource of Loan Boxes, you will assist in the ideation, creation and maintenance of this resource and support its growth across all our offices.
* You will assist in the research and consultation that will allow our schools programme to receive nationally recognised quality accreditation including the LOtC Quality Badge and Sandford Award in Heritage Education. Two keys to the success of the growth of this programme will be the rolling out of our formal schools offering to other offices, and the recruitment and training of specific delivery volunteers.
* You will coordinate the planning, set up and delivery of events, assisting in the creation of sustainable and repeatable activities that can be rolled out at other offices.
* You will coordinate the training, induction and ongoing development of volunteers throughout their journey with Wessex. You will seek to recruit and train specific delivery volunteers who will, in the future, lead on the delivery of our schools’ programme across the country.
* Our charitable aim is to *enhance the public’s knowledge of the arts, science, heritage and culture through archaeology.* In support of this aim you will assist with the delivery of STEM fairs and festivals and support STEM partnerships across the UK.
* Wessex Archaeology has a duty to encourage and guide people looking for a career in archaeology or the cultural heritage sector. You will help promote the study of subjects that could lead to a career in archaeology or heritage including history, the sciences, IT, illustration and art, creative writing and business management. You will coordinate and support our work experience students and assist in the development of a sustainable and repeatable careers event package for dissemination to all Wessex offices.
* Wessex Archaeology is committed to creating high quality products. This is achieved by the efficiency, reliability and excellence of the work you undertake as a member of the team. It is the responsibility of those more senior to help you understand the importance and value of the work you do. At the same time, it is your responsibility to improve, increase and share your skills and knowledge, seeking guidance and support whenever necessary.
* Communication is essential in your role. You must be respectful and mindful of your audiences and act appropriately.

Behavioural Attributes

An Engagement Assistant is expected to:

* Be open to learning and receiving direction.
* Communicate appropriately and respectfully.
* Be responsible and accountable for your work, actions and decisions.
* Help provide support, guidance and advice to more junior staff.
* Be respectful, thoughtful and kind towards volunteers who give their time and skills for free.