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## Community Engagement Lead Recruitment Pack

### Key details

**Salary:** £30,000 p.a. pro rata

**Hours:** part-time, 30 hours per week (worked over 4 or 5 days)

**Contract:** 15 months (Feb/March 2021 - April/May 2022), with possibility of extension

**Location:** we plan to open a new Museum office in Barking in summer 2021. Before this, the postholder will work remotely and within community settings. After this, we expect that the postholder will work a mixture of from the office (if/when possible in terms of COVID-19 restrictions and safety), within community settings, and with occasional days working remotely.

**Reports to:** Museum Director

**Responsible for:** Museum volunteers, artists, facilitators

**Key relationships:** Museum staff team, volunteers and trustees; building design project team; local community members; funders.

### About the East End Women's Museum

Hello! We're the East End Women's Museum, a new kind of museum that researches, shares and celebrates local women's stories. We began in 2015 as a positive protest to a 'Jack the Ripper Museum', and since then have operated as a pop-up, with events and exhibitions around East London that have reached almost 20,000 people.

We're now at a really exciting moment in our journey, working towards opening a permanent home in a new building in Barking town centre. It will open in early 2022, and will be a base for our new exhibition, learning and engagement programmes for schools, community, family and adult audiences. Our priority audience is local residents, by which we mean people who live, work or study in the boroughs of Barking and Dagenham and Newham.

We are currently a small staff team of one part-time Museum Director, who is supported by seven trustees and around 50 volunteers. In January 2021 we are recruiting for two new posts (a Capital Project Manager as well as this role), building the team we need to open the new site.

We are a registered charity, with a mission and values that are very important to us:

### **Mission**

To increase representation of East London women past and present. To champion women's contributions, inspire audiences, foster community, and promote equality — and be a catalyst for others to do the same. Through research, programmes and partnerships, we tell local stories with global resonance, enabling the diverse voices of East End women to reverberate across time and space.

### **Values**

Inclusive: We spotlight the stories of all women, particularly those underrepresented in historical narratives (including women of colour; women with disabilities; queer, lesbian, bi and trans women; working-class women; older women; migrant and refugee women; and women working in the sex industry). We meet audiences where they are at, breaking down barriers to access and working alongside communities in relevant ways.

Brave: We work with courage and imagination, following in the footsteps of the fearless and creative women before us. We're unafraid to take risks, innovate, and lead from the front, as befits the only women's museum in England. We're ambitious beyond our modest size; we make a real difference locally and reach audiences inter/nationally.

Collective: This is a people-powered organisation, in which we know none of us is as strong or smart as all of us. We work together - staff, volunteers, audiences and partners - recognising the expertise and effort of all. With a generosity of spirit, we share what we have and what we've learnt. We reject the traditional, patriarchal approach to history which considers 'great men' above all, but look to value subtle, domestic and shared contributions of women.

Empathetic: From our staff teams to our visitor interactions to the stories we tell, we are sensitive to people's different — sometimes difficult — circumstances and compassionate in our approach. We create evocative, heart-led experiences enabling audiences to better understand and 'feel' others' perspectives.

Accountable: We are accountable to our community, seeking and being responsive to regular feedback. We're honest and transparent with ourselves and between colleagues, partners and audiences. We're reflective and open to change. We 'move at the speed of trust', working hard and intentionally to build and sustain it.

## **About our community engagement programme**

In the lead up to opening the new site, we're planning a year-long community engagement and co-creation programme which puts local voices at the heart of our decision-making processes. We want to create a sense of local ownership of the museum, and ensure the building designs and new community programmes are welcoming, appropriate, relevant and exciting for local audiences.

Specifically, we will: build relationships with community groups and local residents; get feedback on the new building fit out designs; and test ideas for new long-term community engagement programmes. The focus will be on family and adult audiences who live in Barking and Dagenham and Newham, including people who may not regularly go to museums or know about our work. This will include working with voluntary and community organisations, women's groups, and local networks. We want to deepen our relationships with these groups, including establishing mutually beneficial, more formalised partnerships with a small number of groups.

Additionally, we will expand and support our volunteer network. This includes a Steering Group made up of local women whose role is to input into decision-making, connect us to diverse communities, and hold us to account. Volunteers also support us through roles such as event helpers and women's history researchers.

While building on previous projects and relationships, our work in 2021 will extend our community engagement significantly. This is the first dedicated Community Engagement post in the organisation, which means there's an exciting opportunity to shape the programme in new and creative ways. As part of a small team with big ambitions, there will be lots of opportunity for creativity, leadership and autonomy within the role.

It is also taking place at a challenging time of course. Over the past year the COVID-19 pandemic has hit our local communities particularly hard. We also don't yet know the restrictions under which we will deliver this work.

We're looking for someone energetic, resourceful, perceptive and resilient to take our community engagement to the next stage, creating dynamic, inclusive, impactful programmes that centre community voices.

And that's where we hope you might come in...

**Purpose of the post:** to lead the Museum's community engagement work — building partnerships, organising activities, and facilitating local audience collaboration and input. This post will work closely with the new Capital Project Manager, in order to create a new women's museum building that really works for its audiences.

We are grateful to our major funders for our building project, the London Borough of Barking and Dagenham and the Greater London Authority, who are generously providing funding for this role, with additional generous funding support from the London Community Response Fund.

### **Main responsibilities**

1. To lead on delivery of the Museum's community consultation around the new building in Barking:
  - organise creative workshops, community welcome days, drop-in sessions and stalls, asking people for their feedback on the building design proposals, and ensuring the feedback is reflected in the building design proposals
  - collaborate with and manage artists and facilitators to deliver these activities
  - ensure the consultation reaches a wide range of audiences, representative of our diverse local community, including people who may not regularly go to museums or know about our work
2. To build and maintain relationships with community partners:
  - establish and grow relationships based on trust and reciprocity with local community partners, such as charity and voluntary organisations and women's groups
  - support and facilitate community partners to take a leading role in our community consultation work, for example, by them organising and chairing discussions
  - maintain our database of community stakeholder contacts
3. To lead on the development and delivery of the Museum's new community engagement programme:
  - test new ideas for community engagement work, such as co-creating exhibitions, structured community group visits, and drop-in coffee mornings
  - ensure the new community engagement programme is exciting and relevant to local audiences
4. To manage our volunteers:
  - recruit new volunteers, focusing on increasing representation from residents of Barking and Dagenham and Newham
  - support volunteers in their roles, such as drawing up rotas and supervising at events
  - organise meetings, training sessions and volunteer socials
  - be in regular contact with volunteers, through e-newsletter updates as well as ad hoc liaison

5. To evaluate and report on the impact of community engagement programmes:
  - evaluate impact and appraise successes and areas for development
  - report and make recommendations to internal colleagues and external stakeholders (such as the Museum Director, Trustees, funders).
  
6. To undertake other duties to support community engagement and the wider work of the Museum:
  - work within budget requirements and adhere to financial procedures
  - be familiar with and implement the Museum's policies around safeguarding; volunteering; equality, diversity and inclusion; data protection; and health and safety
  - undertake administrative tasks in relation to the post
  - take on any other duties that may reasonably be required from time to time

### **Person specification**

We recognise that there are many different career experiences and skill sets that could suit this role. We are very open to applications from people who feel they could deliver the Job Description above, even if this role would be a bit different from their past experience and / or they don't quite fit the person specification below. If this is you, we welcome your application; please make sure to illustrate in your application how you think your qualities, skills and experiences would enable you to carry out the Job Description effectively.

We are especially keen to hear from applicants who identify as working-class, Black, Asian or ethnically diverse, and / or disabled, since these groups are significantly underrepresented in the museums sector.

### Essential

- Passion for the Museum's mission and commitment to its values
- Experience of developing and delivering creative and inclusive community engagement programmes
- An audience-focused approach
- Experience of collaborative working
- Excellent listening, communication and relationship-building skills
- Highly motivated, well-organised, and able to work under own initiative
- A flexible and self-reflective approach
- Willing to travel around the local area and deliver work in a range of community settings (if/when possible in terms of COVID-19 restrictions and safety)

### Desirable

- Existing relationships with community groups and networks in Barking and Dagenham and / or Newham
- Knowledge of local audiences in Barking and Dagenham and / or Newham
- Experience working in a museum or community arts setting

- Experience of community consultation and / or co-creation
- Experience organising events and activities
- Experience managing artists and facilitators
- Experience managing volunteers
- Experience of small-scale project and budget management
- Experience of evaluating community engagement work
- Experience of using IT packages such as Microsoft Office or Google Docs
- Interest in and knowledge of women's history
- An understanding of structural inequality, and the role museums can play in upholding or dismantling it
- Ability to work occasional weekends and evenings (with time off in lieu)

### **Apply**

Thanks for reading! We hope that you're interested in joining our team.

To apply, please send the following to Rachel Crossley, Museum Director at: [rachel@eastendwomensmuseum.org](mailto:rachel@eastendwomensmuseum.org) using the subject 'Community Engagement Lead'.

- your CV
- contact details of two references and their relationship to you
- a personal statement of no more than 1,200 words saying why you would like the role and showing how your skills and experience match what we're looking for
- a completed Equal opportunities monitoring form, available to download from [eastendwomensmuseum.org/news](http://eastendwomensmuseum.org/news)

Application deadline: Tuesday 19th January 2021, 6pm

Interviews scheduled: Friday 29th January 2021. Please indicate in your application if you are not available on this date. Interviews are likely to take place remotely via Zoom.

Start date: immediate preferred, and ideally no later than Monday 1st March 2021

If you have any questions about the role please contact Rachel on [rachel@eastendwomensmuseum.org](mailto:rachel@eastendwomensmuseum.org)