

<b>Job title</b>	<b>Engagement Events Officer</b>
<b>Reporting to</b>	<b>Head of Learning and Engagement</b>
<b>Hours</b>	<b>30 hours per week (SHL will consider flexible working requests and occasional weekend working will be required)</b>
<b>Salary</b>	<b>£21,000 - £24,000 pro-rata per annum dependent on experience</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Department</b>	<b>Learning and Engagement</b>

A new and exciting opportunity has arisen to lead the delivery of the community engagement programme at The Silverstone Experience, a new visitor attraction opening summer 2019.

### **Job Purpose**

The new role of Engagement Events Officer has been funded by the National Lottery Heritage Fund (NLHF) and will play a key role in cultivating our children, family, local community and special interest group programme to widen our visitor reach and deepen our level of community involvement.

The Engagement Events Officer will deliver an active community events programme, both on site and off site to inspire and encourage engagement with the exhibition, collection and Science, Technology, Engineering and Maths (STEM) subjects. This is a critical role to establish and strengthen relationships within the local community and increase participation amongst a diverse range of audiences using our spaces, displays and collection.

### **Key Responsibilities**

- Develop and deliver a programme of scheduled engagement events for adults and special interest groups to encourage greater participation in the existing collection, the motor sport industry and Science, Technology, Engineering and Maths (STEM) subjects.
- Develop and deliver a programme of responsive events related to national programmes such as The Big Draw, Heritage Open Days and Kids Takeover Day.
- Devise and deliver track tie-in special events to maximise opportunities for audience development during key race meetings and activities within the Silverstone Circuit event calendar.
- Attend and deliver local community outreach activities (including talks) to groups to widen access to The Silverstone Experience and the stories told within the exhibition.
- Maintain effective relationships within the local community (including local community groups, residents, third party organisations, council officials etc.) to develop sustainable partnerships in order to deliver shared objectives.
- Develop a vibrant family learning programme to engage families during term-time, school holidays and at weekends.
- Work with the Learning Officer to develop and deliver school holiday programmes for young people.
- Lead, train and work with a team of volunteers to support the delivery of all engagement events.
- Contribute towards monitoring and evaluation of events and programmes providing regular reports and ensuring monitoring mechanisms are in place.

- Ensure information regarding our programmes is made available to the marketing team in a timely manner in order to promote our activities.
- Administer SHL's charity policy, arranging for local organisations and those with a similar vision to our own to benefit from free admission opportunities.
- Undertake any other duties as reasonably requested by the line manager.
- Actively follow all SHL policies.

### Person Specification

Selection Criteria	Essential (E) Or Desirable (D)	Where Evidenced Application (A) Interview (I) Reference (R)
<b>Qualifications</b>		
Educated to A level or equivalent	E	A
Evidence of formal training to suit this post	D	A
<b>Experience, Knowledge and Skills</b>		
At least two years' experience of delivering community engagement activities to a variety of audiences	E	A,I
Confident delivering activities, talks and presentations to a variety of audiences	E	A,I
Ability to develop and deliver sustainable community engagement programmes for all audiences	E	I
Knowledge of STEM agenda, local community projects and national engagement events	E	I
Able to set and achieve targets and deadlines, work under pressure and manage conflicting priorities	E	I
Ability to work independently and on own initiative	E	I
Ability to liaise and consult where appropriate, and develop initiatives and partnerships which reflect national and local priorities	D	I
Ability to communicate effectively both in writing and verbally with a wide variety of individuals	E	I
Creative and innovative, you will enjoy trying new approaches to the delivery of community engagement programmes	E	I

**Essential Requirements** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**To apply please send a covering letter including your salary expectations and current notice period with your updated CV to [recruitment@silverstone-experience.co.uk](mailto:recruitment@silverstone-experience.co.uk) by 12 noon on Wednesday 15<sup>th</sup> May. Interviews are scheduled to take place the week commencing 20<sup>th</sup> May.**