



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Engagement Officer (Dialect and Heritage project), School of English,
Faculty of Arts, Humanities and Cultures



Salary: Grade 5 (£23,067 – £26,715 p.a.)

It is likely that an appointment will be made no higher than £23,067 p.a., since there are funding limitations which dictate the level at which the appointment can start.

Reference: AHCEN1049

Part time, 0.5 FTE, Fixed term due to funding from April 2021 until September 2022.

We will consider flexible working and job share arrangements

Engagement Officer (Dialect and Heritage Project)

School of English

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Do you have a track record of engaging new audiences for a museum or heritage venue/project?

This is an exciting opportunity for an enthusiastic, creative and flexible individual to work on a project funded by the National Lottery Heritage Fund that aims to engage new audiences with collections at the University of Leeds and at five partner museums across England. The partner museums are: Dales Countryside Museum, Ryedale Folk Museum, Weald & Downland Living Museum, Avoncroft Museum of Historic Buildings, and the Museum of East Anglian Life.

You will be based at one of the five partner museums and develop audience engagement programmes and relationships with external organisations who can support you to access new, diverse audiences.

The project centres around the Leeds Archive of Vernacular Culture (LAVC). The LAVC is a unique and nationally important multi-media archive including the records of the Survey of English Dialects and the Institute of Dialect and Folk Life Studies. The collection is housed and accessible at the University of Leeds Special Collections:

https://library.leeds.ac.uk/info/1500/special_collections

The project will digitise the LAVC and make it available, meaningful and relevant to public audiences. The project will marry LAVC resources with partner museums' complementary and contemporaneous artefact collections, putting the LAVC back into the communities from which it was originally collected and where it truly belongs, reuniting tangible and intangible cultural heritage, and breathing new life into museum displays, local heritage, and the LAVC. Public engagement activities with a lasting legacy will enable visitors (within museums, in the community and online) to uncover their own cultural heritage and that of others, to learn more about their dialect inheritance, and to share their stories, memories and linguistic heritage for the benefit of current and future generations.

You will be managed by the Project Manager who is based at the University of Leeds, School of English, but you will be a key part of your museum team, working closely with all your colleagues there as well as with your fellow Engagement Officers in the other four partner museums.



What does the role entail?

This is a part-time, fixed-term post for 17.5 months. It will require occasional weekend and evening work and travel.

As Engagement Officer your main duties will include:

- Providing the link between the University of Leeds and your museum (alongside the four other Engagement Officers);
- Attendance and participation in regular meetings and updates with the Project Manager and other Engagement Officers to share learning and update on progress;
- Developing and delivering community outreach programmes, including a series of 'Dialect Roadshows' (using outreach interpretation resources and online content already developed by the project team) and online engagement opportunities, and developing engagement workshop programmes to engage key under-represented audiences at your museum and online;
- Establishing and maintaining good working relationships with key local groups/ services and develop community delivery partnerships to overcome barriers to engagement at your museum and target under-represented audiences (C2DE adults, young people, older people at risk of social isolation, local people from 'cold spots' in your museum's visiting profile);
- Raise the profile of your museum, the LAVC and the project through participation in community events and networks;
- Develop and deliver project events for visitors at your museum and online audiences;
- Support museum colleagues with the commissioning and development of interpretation for your local museum, where appropriate;
- Support volunteer recruitment locally, supervise and coordinate training of project volunteers based at your museum, and work with Volunteer Coordinators at your museum to coordinate opportunities to involve existing volunteers in project engagement programmes;
- Work with the Research Assistant to ensure that data gathered from 'Dialect Roadshows', engagement workshops and online engagement opportunities is contributing to the University's research and share data back with the University following events;
- Work with the Evaluation Consultant to feed in data from your work to evaluate the project;
- Manage and monitor your museum's project engagement budget;
- Contribute to national project communications, including online updates and social media, as and when required;



- Work with Project Manager to contribute to project reporting as and when required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Engagement Officer you will have:

- Significant relevant experience in developing and delivering outreach and events programmes;
- Experience in developing engagement resources;
- Enthusiasm in and understanding of the role of museums and heritage collections in public engagement as well as an awareness of recent trends in audience engagement and outreach;
- Experience working with diverse communities, particularly those currently under-represented in museum audiences;
- Experience developing successful partnerships;
- Experience of supervising volunteers;
- Excellent communication and presentation skills, both written and verbal, with the ability to engage a wide variety of audiences;
- Confident user of IT, including MS Office;
- Numerate and confident in basic data analysis;
- Understanding of and commitment to excellent customer service;
- Ability to make a positive contribution to a team and work collaboratively with others;
- Self-managing and able to work under pressure, prioritise, schedule and balance workloads to meet deadlines and deliver quality outputs;
- Experience of evaluation and reporting on public activities in the arts and heritage sector;
- Commitment to continuous improvement, learning and personal development;
- Ability to work on weekends and evenings when required.

You may also have:

- Experience in developing and delivering online engagement and events programmes;
- Understanding of project management techniques;
- Experience of report writing;
- A full UK driver's license and access to your own vehicle.



- Experience of training volunteers.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Sarah Hughes, Project Manager

Email: S.L.Hughes@leeds.ac.uk

Additional information

Find out more about the [Faculty of Arts, Humanities and Culture](#).

Find out more about the [School of English](#)

Find out more about our partner museums: [Avoncroft Museum](#) of Historic Buildings in Worcestershire, [Dales Countryside Museum](#) and [Ryedale Folk Museum](#) in North Yorkshire, Suffolk's [Museum of East Anglian Life](#), and [Weald and Downland Living Museum](#) in West Sussex.

Find out more about the [National Lottery Heritage Fund](#).

Find out more about the University's [Alumni and Development Office](#) and [Footsteps Fund](#).



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As an international research-intensive university with a strong commitment to student education, we aim to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world.

In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select candidates on the basis of merit and ability, and aspire to further diversify our Faculty community. We particularly welcome and encourage applications from candidates belonging to groups that have been under-represented in the University including, but not limited to: Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post may require an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

