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## Partnership and Community Engagement Officer

### JOB DESCRIPTION

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<b>Job title:</b>	Partnership and Community Engagement (PACE) Officer
<b>Based:</b>	Brompton Cemetery with travel to all parks
<b>Salary:</b>	£27,200 -£32,400 pro rata, depending on experience.
<b>Terms:</b>	Fixed term contract on a part-time basis (14 hours and 24 minutes per week over 2 days) until October 2022  Depending on operational requirements, there will be occasional requirement for out of hours and weekend working.  26 days annual leave pro rata plus public holidays. A pension scheme is available.

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<b>Reporting to:</b>	Business Development and Cemetery Services Manager
<b>Internal relationships:</b>	TRP Park Management Teams
<b>External relationships:</b>	Friends of Brompton Cemetery, community groups and local stakeholders

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### BACKGROUND

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The Royal Parks is a charity created in March 2017. We manage over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James's Park, The Regent's Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

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### JOB PURPOSE

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The Brompton Cemetery Conservation Project (BCCP) started in 2016 to reinvigorate Brompton Cemetery through conservation of its buildings and monuments, community outreach and the development of its funerary business. As part of the project, the PACE officer has been essential to the development of community relations and engagement. The formal part of the project concludes in January, with its legacy remaining for the next 20 years and beyond. It will be the postholders

responsibility to ensure that Brompton's legacy is being explored further and that the cemetery's rich history is continuing to be uncovered in interesting and thought-provoking ways.

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## MAIN DUTIES/RESPONSIBILITIES

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### New Audiences

1. Develop and deliver plans for activities aimed at underrepresented audiences to visit the Cemetery with a focus on developing BAME activities.
2. Develop and broaden a range of activities with assistance from the Learning Team including schools, families and adult learning opportunities.
3. Monitor and review process for the delivery of the HLF plans, creating sustainable mechanisms for the delivery, and working relationships with internal and external groups.

### Partnership Development

1. Work with The Friends of Brompton Cemetery (FOBC) to develop plans for increasing participation, volunteering and communication.
2. Develop and maintain good relationships with existing and Cemetery users.
3. Identify new groups to work with and build up activities which encourage new users.

### Volunteering

1. Continue to support the FOBC with volunteer recruitment and management.
2. Maintain and develop links with local volunteering agencies and where possible collaborate with them.
3. Be the first point of contact for the FOBC, and to maintain a positive and collaborative working relationship that benefits the Cemetery.

### Resources

1. The ability to look ahead and plan a broad range of activities which can be supported by internal and external partners.
2. Continue the development of onsite literature, publicity material, paper based and online resources.
3. Support the Parks team in the development of interpretation, information and signage.

### Other:

- Be aware of your responsibilities as described in the Health & Safety Manual and summarised in the Health & Safety handbook.
- Liaise with a broad range of internal and external stakeholders, including partners, sponsors, donors, agencies and contractors.
- Keep up to date with the latest good practice in the field of partnership and community engagement.
- Represent The Royal Parks at meetings and events as and when required.
- Promote the highest professional standards and role model the charity's values.
- Some out-of-hours working will be necessary, including in support of events and ceremonials and other fundraising activities.

## PERSON SPECIFICATION

Selection criteria	Essential / Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Degree level qualification on a relevant subject (e.g. history, museums, youth and community) or relevant experience.</li> </ul>	E
<ul style="list-style-type: none"> <li>Relevant professional development to keep up to date with sector trends</li> </ul>	D
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of developing and delivering heritage learning or community engagement activities.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of monitoring, delivering and evaluating community engagement.</li> </ul>	E
<ul style="list-style-type: none"> <li>Proven experience of developing partnerships and managing relationships</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work with a wide range of volunteers in order to bring the best out of them and to develop their skillsets.</li> </ul>	D
<b>Skills, knowledge and ability</b>	
<ul style="list-style-type: none"> <li>Exceptional planning and organisational skills, able to juggle competing priorities in a fast-paced environment.</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills, with strong confidence in engaging colleagues and stakeholders to build trust and generate support for goals.</li> </ul>	E
<ul style="list-style-type: none"> <li>An understanding of current issues and best practice in heritage interpretation, community engagement and increasing access to diverse audiences.</li> </ul>	D
<ul style="list-style-type: none"> <li>Trained to Level 1 BSL sign language.</li> </ul>	D
<b>Other</b>	
<ul style="list-style-type: none"> <li>Commitment to The Royal Parks' values of being accountable, excellent, inclusive, open and respectful.</li> </ul>	E
<ul style="list-style-type: none"> <li>Interest in the work of The Royal Parks and its themes of nature, heritage and wellbeing.</li> </ul>	D