



The Coultershaw Trust - Coultershaw Heritage Site
Contract Outline for Community Engagement & Research Worker
Flexible hours equivalent to 16 hours a week over 2 years
£11,650 per annum.

The trustees are looking to contract a Community Engagement & Research Worker to support them in delivering our Covid recovery plan: *Our Rural History & Heritage – Re-engaging with the Community* as set out in the Project Plan.

We are seeking a self-motivated and experienced community worker with excellent people skills and the ability to communicate to a wide range of people.

The contractor would be working alongside the trustees and volunteers and their key areas of responsibility would be to:

- Identify and engage with local/regional specialist interest groups and general interest clubs and societies
- Engage with individuals in Petworth and the surrounding villages and encourage and recruit volunteers and participation with the activities at Coultershaw, with an emphasis on inclusion and diversity
- To start, and oversee, a local history group that would meet regularly at Coultershaw. Encourage group members to develop independent research and interpretation skills.
- To help research and develop the themes in the Coultershaw Research Brief
- To share research findings and other materials on the website and social media.
- Assisting with the schools' programme and other learning projects
- To support the training of the maintenance team and stewarding volunteers

The person we are looking for would have:

- Experience of working in a community setting
- Experience of coordinating the activities of a diverse group of people
- Research experience, including searching archive resources
- The ability to draw together coherent research on a variety of themes
- Excellent people skills with patience and understanding.
- Excellent communication skills, both verbal and written
- The ability to draw people together and to encourage teamwork
- Experience of a range of social media.
- IT skills - proficient with word-processing, Excel and other relevant software

If you wish further information or clarification contact Barry Flannaghan:

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