



Community Officer, 100%

Start Date: August 2017

Contract: Fixed term contract until November 2018

Salary: £31,000 - £33,000 full-time based on 37.5 hrs per week

Hours: Mon - Fri, some evening / weekend work will be required

Holiday: 25 days annual leave and statutory public holidays

Reports to: Programme Manager

Works with: Content Producer, Public Engagement Officer, Volunteer and Research Coordinator, Volunteers

Place of Work: Historypin offices in Farringdon, London with frequent remote working in King's Cross

This post is part of the King's Cross Story Palace project, supported by the National Lottery, through the Heritage Lottery Fund.

About Us

Launched in 2011, Historypin (historypin.org) is a social enterprise that supports communities in sharing and exploring local history online and making connections in their neighbourhoods to increase local social capital. To date, 65,000 people and 3,000 libraries, archives and museums have shared over 400,000 memories which are explored by people worldwide.

About the Project

Through a programme of community heritage activities, public events, exhibitions and printed materials - King's Cross Story Palace aims to create a comprehensive community-led archive of the history of the area over the past 100 years. The project is led by Historypin in partnership with the Building Exploratory with 30+ further local organisations, institutions and groups participating.

About the Role

As one of two Community Officers, the post holder will deliver a programme of community engagement and story gathering activities ensuring people and communities in the King's Cross area actively participate in the discovery, participation and preservation of local heritage.



LOTTERY FUNDED

A key task is to identify and recruit individuals or small groups with inspiring stories and to record their stories so that they can be shared. You will work as part of a larger project team to agree the project's heritage themes and to suggest how recorded stories can be enhanced with contemporary and historic images and archive material for inclusion in the King's Cross Story Palace.

Though based at Historypin's office in Farringdon, the Community Officers will spend a significant proportion of their time on outreach work in the King's Cross area. This role will require a DBS check.

Roles and Responsibilities

Coordination of Local Partners

- Build upon and maintain existing project partnerships in the King's Cross area, identifying organisations, groups and individuals to participate in project activities
- Work with partners to run story gathering activities with local people
- Promotion of opportunities for partners, volunteers, participants and visitors

Activities and Story Gathering

- Delivering of a series of community engagement activities through partnership work and outreach
- Identifying individuals to share and record their memories and stories of the King's Cross area either alone or in dialogue with others
- Facilitating concise and meaningful place based stories
- Brokering and recording stories using digital audio recording equipment
- Editing and enhancing stories using relevant materials, such as archive photography or objects
- Help build the capacity of local partners to incorporate heritage activity into existing services and programmes

Coordination of Volunteers

- Use existing networks to build relationships and promote volunteering opportunities
- Coordinating volunteers to support community engagement and story gathering activity

Gathering of Impact Data

- Collection of basic quantitative data covering attendance; participation rates; basic participant data (e.g. age, postcode)
- Collection of qualitative data, including feedback from participants, volunteers and partners; photography & video of activities

Historypin and Project Team

- Contribute to Historypin and project team meetings
- Establish and maintain effective communication with project team colleagues
- Deliver the project evaluation framework and contribute to project reports
- Any other appropriate project related duties requested by the Programme Manager

Communication and Marketing

- Occasional blog postings, social media and other public advocacy work

Person Specification

Essential Skills/Experience:

- At least three years experience delivering heritage, cultural or community projects involving local people and organisations
- Working with a diverse range of individuals and groups in community settings
- Facilitating small group sessions and delivering presentations and talks
- Interviewing, digital storytelling or oral history experience
- Digital skills and experience of digital sound recording and image editing
- Confident, self-motivated and able to prioritise tasks effectively
- Educated to degree level in a relevant subject

Desirable Skills/Experience:

- Experience delivering a Heritage Lottery Fund project
- Working with volunteers, including recruitment, training and support
- Experience of working on projects with a strong digital element including on-line workflow tools and software such as Slack, Capsule and Google Drive
- Additional qualifications or training in community engagement, oral history or digital archiving
- Experience collecting impact data and contributing to evaluation reports
- Ties to relevant community organisations and groups based in or working in King's Cross

To apply please email a CV and covering letter detailing your suitability for the role against the person specification to recruitment@historypin.org. Or post your application to:

Historypin Team
% Shift Design
71 St John Street
EC1M 4NJ London

NO AGENCIES PLEASE

Application Deadline: 9:00am Monday 26th June 2017

Interview Dates: 3rd July - first round / 11th July - second round