

## TRAINEE ROLE DESCRIPTION & PERSON SPECIFICATION

**Role: Community Engagement Trainee (2 placements)** - one year only fixed-term

**Location:** Palace House, Newmarket: National Heritage Centre for Horseracing & Sporting Art

**Hours:** Full-time (37 hours a week) Monday to Friday with some evening and weekend working

**Salary:** Bursary of £14,400 per annum

**Reporting to:** Community Engagement Manager

**Contact with:** Palace House staff and volunteers, external partners, visitors, education and community groups

**Purpose of Training:** To develop skills in community engagement and museum practice alongside training in core heritage-based knowledge and practical skills. To accredit your learning by completing a Level 3 Diploma in Cultural Heritage.

### Role

#### **Principal Accountabilities for Meeting Trainee Agreement:**

1. Actively participate in regular training sessions as one of a group of trainees.
2. Attend meetings with your Supervisor, Mentor and the Skills for the Future Project Officer as required.
3. Complete all required documentation for the training qualification [Cultural Heritage Regulated Qualification Framework (RQF) Level 3].
4. Support the community engagement team to plan activities which engage local people.
5. Assist in the delivery and evaluation of activities including learning activities, events and projects.
6. Take a leading role in planning and delivering a community event or project.
7. Help co-ordinate a Partner Day hosted within your museum for project partners.
8. Take a pro-active approach to your own professional development by joining groups and networking through social media and at events.
9. Develop core heritage skills by learning about and assisting with a wide range of museum activity.
10. Undertake administration tasks linked to community engagement to gain an insight into museum management, including fundraising.
11. Any other tasks related to your training or any other reasonable duties as required.

Person Specification

Skill groups	Essential Skills/Attributes	Desirable Skills/Attributes
	We expect you to have:	We also hope that you have:
Role-specific technical skills	<ul style="list-style-type: none"> <li>• A passion and enthusiasm for providing fun experiences for the public</li> <li>• Experience of working effectively as part of a team</li> <li>• Curiosity about museums and the stories they can tell</li> <li>• Openness to new experiences and keen to learn</li> <li>• Excellent communication skills both written and verbal</li> <li>• Creativity</li> <li>• Willingness to undertake a Level 3 Diploma</li> </ul>	<input type="checkbox"/> Experience of working with a wide-range of people
<i>Impact and influence</i>	<input type="checkbox"/> Be able to build and use relationships inside and outside the organisation	<input type="checkbox"/> Confidence to put forward new ideas
<i>Project Management</i>	<input type="checkbox"/> Ability to meet deadlines	<input type="checkbox"/> Experience of working to a budget
<i>Administration</i>	<ul style="list-style-type: none"> <li>• Be methodical and organised</li> <li>• Be able to plan, monitor and prioritise</li> <li>• Be logical</li> <li>• Have attention to detail and accuracy</li> </ul>	<input type="checkbox"/> Excellent skills in time-management

**The following qualifications apply:**

GCSE in English to Grade C or above, or equivalent

**The following IT skills apply:**

We expect you to have experience in using:	We also hope that you have:
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Experience using Microsoft Excel
<input type="checkbox"/> Social media	<input type="checkbox"/> Experience of using Microsoft Outlook

**The following physical or special attributes apply:**

We expect you to be able to:

- Attend evening meetings/external meetings as required
- Be able to undertake tasks during unsocial hours as required, including regular weekend hours
- Travel to partner museums regularly
- Commit to a full-time placement

**The appointed Trainee will be required to undergo a successful security check**