

Dacorum Heritage Trust
Public Engagement Manager (Permanent)
Job Description



The Dacorum Heritage Trust Ltd (DHT) is a unique organisation in that we hold Museum Accreditation Status but without a museum building. In 1979, the Dacorum Museum Advisory Committee (DMAC) was formed to advise the then Dacorum District Council on heritage matters. Subsequently, DHT was formed from DMAC, being officially founded in 1993. We are currently undergoing a change in our direction to modernise and streamline the organisation, and to respond to current business needs. There are now over 130,000 objects ranging from archaeology to industrial heritage and textiles held at the Museum Store, and the Public Engagement Manager role offers a unique opportunity to be involved in helping to shape our future.

As an accredited museum DHT is committed to understanding, engaging, and developing our audiences. Working with local heritage organisations and Dacorum Borough Council (DBC), DHT has a unique role to play in enhancing the cultural lives of Dacorum residents. As Public Engagement Manager you will be expected to deliver our mission to enable and inspire pride in our history and culture through exhibitions, events, education, outreach activities and online services so that the local community can access their heritage.

Job Purpose: To develop, deliver and evaluate DH's public facing programme, in collaboration with partners and stakeholders, in line with DH's ambitions to engage and inspire communities in Dacorum and beyond using collections.

Reports to: Public Engagement (unremunerated) Director

Line Management: Occasional line management of temporary Project Officers and Public Engagement Volunteers.

Key responsibilities:

- Manage, coordinate and deliver DH's Public Engagement Programme and strategy to meet the needs of local stakeholders and deliver DH's vision and purpose.
- Build and develop the Public Engagement Programme, delivering robust consultation and evaluation to ensure programmes and exhibitions widen participation and reduce barriers to access.
- Develop and manage partnerships and relationships with key stakeholders (including Local History Societies) to enhance engagement opportunities and reach new audiences.
- To generate income by working closely with colleagues and the Board of Trustees to identify new funding opportunities, develop applications for external funding, and reports to funders.
- Recruitment and line management of public engagement related volunteers, and occasional line management of project staff, including identifying development opportunities through training.
- Advocate for audiences across the organisation, ensuring best practice is embedded throughout.
- Safeguard children, young people and vulnerable adults as the Designated Safeguarding Lead, working with the Public Engagement Director to ensure DHT is compliant to its statutory safeguarding responsibilities.
- Develop and deliver strategic marketing and communication with audiences, building relationships, and increasing the visibility of DH's profile.

Other responsibilities:

- Participate in the Emergency Call Out Rota and site Health and Safety checks.
- Contribute to accreditation areas relevant to the role.
- Collaborate with the Collections Manager to respond to public enquiries about DH and its Collections.
- Represent DH in sector networks, attending training and sharing learnings on developments within the sector.

- Generate and contribute to Museum Store Policies and Procedures and to manage admin support for public engagement.



Essential criteria:

- Demonstrable experience developing and delivering public facing activities in cultural/heritage settings, using collections to bring relevance and connection opportunities for a wide range of audiences through facilitated programmes and curated content.
- Demonstrable experience building and managing relationships with partners and key stakeholders, drawing upon their experiences to enhance engagement opportunities for audiences.
- Budget management skills and experience of income generation through fundraising.
- Proven reporting and evaluation skills.
- Project management skills with a proven ability to deliver multiple programmes within time and resource.
- Experience of audience consultation and evaluation to direct public facing activities.
- Effective and committed team player with excellent communication.

Desirable criteria:

- Experience working across multiple stakeholders.
- Understanding of safeguarding and the early referral process.
- Experience managing communication platforms, including social media and mail chimp.
- Experience of recruiting, training, and supervising staff or volunteers.

Salary:

£30,300 pro rata

Working Hours and Location:

- 3 days per week.
- Although remote working is possible in agreement with your line manager, the majority of your time will be spent working in person at Dacorum Heritage Trust's Store (The Museum Store, Clarence Road, Berkhamsted, Hertfordshire, HP4 3YL).
- Occasional travel to areas around Dacorum in evenings and weekends to lead and/or participate in public engagement events and activities. TOIL will be applied.