



HASLEMERE EDUCATIONAL MUSEUM

JOB DESCRIPTION – COMMUNITY ENGAGEMENT OFFICER

General:

The Community Engagement Officer will be responsible for developing and implementing strategic plans to increase community participation in our centenary celebration project. This includes organizing community events, collecting oral histories, and helping to coordinate the Bioblitz event. The Officer will also work to establish and maintain relationships with diverse socio-economic groups within the Haslemere community.

Days:

Three days a week, 9am-5pm.

Key Responsibilities:

- Identify people to interview as part of the oral history part of project
- Deliver programming relating to our centenary celebration project to community outreach clients
- Build and manage relationships with current and new audiences
- Produce and maintain databases of community contacts
- Help to train volunteers to help with recording oral histories
- Use the Museum's handling collection and loan boxes for community engagement
- General admin including reports and records
- Update museum diary of relevant information and appointments
- Attend courses and undertake relevant training as agreed
- Monitor and review the community engagement programme
- Support the promotion and publicity of community engagement
- Participate on the Saturday working rota as required
- Provide cover for the Education Officer
- Some out of hours work as required
- Attending meetings as required
- To be vigilant and security aware at all times
- To be aware of Health and Safety issues
- To be aware of Sageguarding policies and issues
- The successful candidate may require DBS check
- Any other jobs commensurate with the post

Other information:

The Community Engagement Officer will report to the Education Officer
Ability to work as part of a team essential.

Haslemere Educational Museum
78 High Street, Haslemere, Surrey, GU27 2LA

Salary:

£25,000 pro rata

Contract:

This is a 36 month contract that could be extended.

Qualifications:

Relevant experience desirable. Clean driving licence required.

This post is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players.

Haslemere Educational Museum

The Mission Statement of Haslemere Educational Museum

“To forward and advance the study of Science, Literature and the Fine Arts by means of a well-equipped museum of Natural History and objects of art and of a scientific, literary and historical nature.” *Sir Jonathan Hutchinson, founder.*

Project Objective

To implement our Mission Statement by realising the potential of the Museum’s collections, buildings, grounds and amenities in a manner that combines recent changes in technology and contemporary user expectations with the 100 year old tradition of an institution that is part of Haslemere’s heritage.

The Foundation of the Museum

Haslemere Educational Museum was founded in 1888 by Sir Jonathan Hutchinson (1828-1913), an eminent surgeon whose practice was based in London. In the 1860s Hutchinson built a country home in Haslemere, where he had the space to indulge his delight in collecting. This passion was based on his deep conviction that an education could be acquired through the study of objects.

His original museum was opened in the grounds of his home until its success led to its establishment at more central site on the south side of town in 1895. It was conceived as a museum *for* Haslemere, not simply *of* Haslemere. At its inception it pioneered innovative ideas of museum education and interactivity which were influential at the time and which anticipated many ideas current today.

After his death in 1913, Hutchinson’s circle of like-minded friends and scholars were determined to keep his museum going. They convened a new board of trustees that, in 1926, established the Museum on its present site.

Present Overview

Haslemere Educational Museum is an independent museum, a charitable trust and a company limited by guarantee. Throughout its history it has been privately financed, with only limited recourse to public funds.

In 2006 the Museum was awarded Accreditation by the Museums, Libraries and Archives Council, and updated by Arts Council England in 2013 and 2018.

In 2012 the Museum won two national sector awards: The Telegraph Family Friendly Museum Award and the Museums + Heritage Nation’s Favourite Museum Award. In 2014 the Museum won the Museums + Heritage Award for Project on a Limited Budget. In 2015 the volunteers of Haslemere Museum were awarded the Queen’s Award for Voluntary Service. In 2016 we were awarded the Sandford Award for excellence in education. In 2018 the Museum won the Museums + Heritage Award for Fundraising Initiative of the Year. In 2021 we were again awarded the Sandford Award for excellence in education.

The Museum is open from Tuesday to Saturday 10am to 5pm. The Museum operates an entry by donation system.

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