

## Community Officer



**Contract:** Fixed to 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, Community Officer, Volunteers

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

*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](http://historypin.org)) is a social enterprise that supports communities in sharing and exploring local history online and making connections in their neighbourhoods to increase people's understanding of each other. 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

King's Cross Story Palace aims to create a comprehensive community-led digital archive of the history of the King's Cross area over the past 100 years, through a programme of community heritage activity, story gathering, public events, exhibitions and printed materials. The project is led by Historypin in partnership with the Building Exploratory. A further 30+ local organisations and community groups are taking part.

### 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. 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.



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## **Roles and Responsibilities**



### Liaison with 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

- Delivery of a series of community engagement activities, within the institution and through partnership work and outreach
- Identify individuals to share and record their memories and stories of the King's Cross area either alone or in dialogue with others
- Facilitation of concise and meaningful place based stories
- Broker and record stories using digital equipment
- Edit and enhance stories using relevant materials, including archive material, photography
- Support and help built capacity of local partners to incorporate heritage activity into existing services and programmes.

### Coordination of Volunteers

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

### 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
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### 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](mailto:recruitment@historypin.org). Or post your application to:

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

NO AGENCIES PLEASE.

**Application Deadline:** 5:00pm Friday 2<sup>nd</sup> June 2017

**Interview Dates:** 6<sup>th</sup> June

**Second round:** 8<sup>th</sup> June



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