

Role: Community Engagement Officer	Region / Department: Public Engagement and Research
Reports to: Head of Community Engagement	Pay Band: Grade 3 Upper (£29,957 – £33,095)
Location: Helensburgh and Glasgow	Type of Contract: Full-Time, Fixed Term for 4.5 Years (Duration of the Mackintosh Illuminated Project)
COST CENTRE:	ACTIVITY CODE:

JOB PURPOSE

This is a fixed term role delivering community engagement activity for The National Lottery Heritage Fund supported Mackintosh Illuminated Project which runs from 2025 – 2030.

The Trust is the custodian of two of Charles Rennie Mackintosh and Margaret Macdonald's most outstanding, publicly accessible places: The Hill House and Mackintosh at the Willow. Together, these sites welcome 280,000 visitors annually, promoting the cultural legacy of Mackintosh and engaging visitors with the life and works of two of Scotland's most influential artists.

The Mackintosh Illuminated Project will bring together these two properties in a joint engagement, communications and marketing and outreach programme to spotlight the design duo, sharing, celebrating and inspiring as many as possible with their creative genius. The Project includes a significant conservation project at The Hill House, and a major engagement project to increase awareness of Mackintosh, including growing engagement with the two properties among local communities.

Part of the Community Engagement Team, the Community Engagement Officer will support the development and oversee delivery of the community engagement project. This will include identifying opportunities for engaging communities, building community relationships, and facilitating engagement initiatives. This role will build on the outputs of a successful 'Engaging Communities' (2022 – 2024) NLHF funded project, which includes a draft community engagement plan for Hill House. The Community Engagement Officer will work with the Mackintosh Illuminated wider project team to continue the scoping, the design and the delivery of high-quality engagement with diverse local communities across the two properties.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Work with the Head of Community Engagement and Mackintosh Illuminated project team to develop community engagement initiatives to engage diverse local communities, including those who have previously been structurally excluded from heritage experiences.
- Lead the delivery of community engagement initiatives.
- Build collaborative relationships with communities and voluntary sector organisations.
- Supervision of Community Development Apprentices over the duration of the project.
- Work with the Mackintosh Illuminated project team to identify opportunities for community voice to influence and contribute to the project.

- Support the implementation of evaluation processes and collate data to enable evaluation.
- Undertake administration to enable the delivery of a quality engagement project.
- Adhere to the Trusts' safeguarding and health and safety policies and processes, and other policies and procedures as applicable.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications and Experience

Essential

- A commitment to equality, diversity and inclusion, and experience of engagement with diverse communities – ideally within the museums and heritage sector.
- Experience of working and engaging with external partners, local community groups, and cultural organisations.
- Ability to work well in a team and understand the importance of working across teams; aware of the work of other teams and play an active part in communication and collaboration.
- Strong organisation and project management skills.
- Ability to work independently.
- Excellent communication skills.

Desirable

- An undergraduate or postgraduate qualification in a relevant subject area (e.g. art, history, learning, community development).
- An interest in art, culture and heritage in Scotland.

DIMENSIONS AND SCOPE OF JOB

Scale

- Leading the delivery of the community engagement project.

People Management

- Leading relationships with communities, voluntary sector organisations and project partners.
- Supervision of the Community Development Apprentices (anticipated to be one apprentice at any given time.)

Finance Management

- Monitoring expenditure within agreed budgets.

Place in organisational structure: The Community Engagement Officer will report to the Head of Community Engagement in the Public Engagement and Research Directorate.

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

How to Apply

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Friday 26th September.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Community Engagement Officer - NTS"