



## Heritage Project Worker

**Responsible to:** Communications and Engagement Manager

**Hours:** Full time 37 hours (job-share considered)

**Salary:** £23,100

**Based:** Remote, with direct work in Milton Keynes

**Contract:** Fixed term for 1 year

**Closing Date:** XX

### Context

Q:alliance provides support, information and representation for the LGBTQ+ people who live, work and play in Milton Keynes and Bedford. We have detailed knowledge of the issues and challenges that organisations and individuals face locally.

It's our goal to create more safe spaces and resources to ensure the LGBTQ+ community is well represented and supported.

### Scope

This exciting new role will help deliver the directives of a history and heritage project funded by the Heritage Lottery. The project will support the erudition of LGBTQ+ heritage in Milton Keynes, advancing local communities' understanding of Milton Keynes' LGBTQ+ history and inspiring a commitment to encapsulating, celebrating, and feeling connected through shared heritage. This post will be key to extending our reach into seldom asked communities, as well as securing relationships with founding community members. This role will support our Communications and Engagement Manager to develop safer spaces for LGBTQ+ local communities through collaboration with partner agencies and delivery of LGBTQ+ cultural competency training to a range of stakeholders involved in the wider project.

You will work cross-departmentally and participate in effective monitoring systems to ensure robust reporting.

### Main Responsibilities

- **Project Development** - Develop and implement the directives of the funded project, supporting key partners in their collaboration with Q:alliance. Communicate project aims with communities and stakeholders and establish meaningful engagement in the concept of encapsulating heritage and celebrating differing LGBTQ+ identities in Milton Keynes. Support the gathering of audio histories and the collection and succession of community artefacts through the archive. Evaluate and analyse impact.
- **E-book creation** - Support the Communications and Engagement Manager on the development of an E-book to capture the outputs of the project, including key heritage findings and personal stories.
- **Event coordination** - Plan, organise and support the delivery of history clubs in line with the project plan, ensuring accessibility for a wide range of invested community members. Support the curation of associated exhibition events.
- **Stakeholder and community engagement** - Work with the Communications and Engagement Manager to plan engagement and outreach activities in line with the directives of the funded project. Forge and support enduring relationships with key partners, strengthening our commitment to building an alliance of cross-sector compassionate advocates for the LGBTQ+ community in its diverse forms.
- **Training** - Support the development and delivery of LGBTQ+ cultural competency training to a range of stakeholders involved in the project.

- **Data capture and intelligence** - Support Q:alliance's commitment to sustaining a contemporary data and monitoring mechanism, guaranteeing we can deliver thorough evaluations of our services and competent feedback to our funders and stakeholders on the efficacy of our work.

## Skills and Experience

### Expertise

- Experience of project management and/or community engagement
- Experience of training and/or education delivery
- Excellent planning, organisation and administrative skills
- Experience of the voluntary sector

### Communication

- A flair for adapting communication techniques dependent on context and audience
- Ability to use negotiating and persuasion skills to resolve issues and spotlight community needs
- Aptitude for inspiring others to engage in community needs-led project directives

### Behaviours

- Skills in forming constructive working relationships with colleagues and stakeholders at all levels
- A demonstrable track record in effective public engagement
- Passionate about equality and the rights of LGBTQ+ people
- An ability to listen with empathy to the views of communities and team members
- Competence to work on own initiative and demonstrate forward thinking
- Model conduct essential for successful teams, such as reliability, honesty and courage

### Desirable

- Event planning experience
- Experience in arts and/or exhibition curation
- LGBTQ+ lived experience

## What you'll bring to the team

You will serve as a prominent point of contact for the LGBTQ+ Heritage Project and encourage long-term advocates of our organisation and the community's engagement in history, heritage and legacy work. You will elevate the team's commitment to the funded project, providing concentrated time and resources to ensure its success. You will improve the ways in which our team communicates and responds to the needs of seldom heard members of the LGBTQ+ local community, inspiring innovation in our engagement with heritage concepts.

## The Project Assistant will have responsibility for the following documents.

- Heritage Lottery Grantee Monitoring documents and final report
- Monthly reports to the Communications and Engagement Manager



This project is funded by The National Lottery Heritage Fund:

The National Lottery Heritage Fund is the largest funder for the UK's heritage. Using money raised by National Lottery players we support projects that connect people and communities to heritage. Our vision is for heritage to be valued, cared for and sustained for everyone, now and in the future. From historic buildings, our industrial legacy and the natural environment, to collections, traditions, stories and more. Heritage can be anything from the past that people value and want to pass on to future generations. We believe in the power of heritage to ignite the imagination, offer joy and inspiration, and to build pride in place and connection to the past.