



Job Description

Job Title: Community Coordinator (Green Connections)

Responsible to: Curator of Natural Science

Responsible for: Volunteers

Liaises with: All Employees at SMT
External Contractors and Suppliers
External partners and community participants

The Job

The purpose of the job is to:

- Build relationships and liaise with community groups in Darnall and the wider S9 area, in order to increase awareness of and engagement with Sheffield's collections and museums.
- Work with the Curator of Natural Science to facilitate a programme of activity (for example events, displays, exhibitions, workshops, nature walks, films or other digital outputs) developed in collaboration with communities, inspired by Sheffield's Natural Science collection and on the theme of climate and environmental crisis.
- Promote and facilitate access to Sheffield's collections.
- Work with the Curator of Natural Science to plan and co-ordinate the Green Connection project.
- Work with colleagues to develop and test evaluation models.

The Bigger Picture

You will:

- Actively listen to communities, learn about their needs, the barriers to engagement and perceptions of Sheffield Museums to evolve our working practices and programmes in order to be more inclusive and useful.
- Help to create, sustain and retain connections with individuals and communities, broker relationships and inspire people to engage with Sheffield's collections and natural heritage. Show that museums provide a vital and relevant service to the city's population.
- Utilise and test collaborative working practices and provide feedback that will be shared across Sheffield Museums.
- Work collaboratively with communities, colleagues, creative practitioners and other specialists, to deliver outputs inspired and directed by communities, connecting their needs with Sheffield's natural science collections and wider natural heritage, to improve engagement with, and ownership of, Sheffield's collections and environment.
- Contribute to and deliver against Sheffield Museums' strategic plan, significantly increasing community ownership and the different perspectives and lived experiences that are represented in the city's collection.

- Advocate for wider ownership of the collection across the city, proactively sharing information about the collection with colleagues, visitors, partners and communities.
- Facilitate access to the collections through visits to the store, digital platforms, and workshops.
- Develop a network of individuals and community representatives who will advocate for the role and importance of the museums and collections within the city.
- Help to supervise and administer volunteers and community project participants to support this work.

The Day to Day

You will:

- Help to identify community partners in Darnall and establish trusting relationships with them. Liaise directly with them, helping to identify their needs and develop opportunities for the museums and collections to be useful to partners.
- Collaboratively facilitate projects with communities that will use the collections to explore environmental change in different ways, trying new things and evaluating impact.
- Act as a representative and advocate of Sheffield Museums and liaise with external stakeholders and partners including but not limited to universities, community and interest groups, creative and environmental practitioners, businesses and specialist network agencies, taking the opportunity to promote fundraising where appropriate.
- Be responsible for your own safety, the safety of colleagues and visitors, taking all appropriate measures required to maintain the security and safety of collections, buildings and people
- Monitor the activity of volunteers to ensure a high standard of service is provided.
- Be available for out of hours emergency call out at all sites as required.
- Undertake any other reasonable duties that may be required by the post holder.

This post is supported by the Esmée Fairbairn Collections Fund delivered by the Museums Association.



Person Specification

Job Title: Community Coordinator (Green Connections)				
Department: Collections				
	Essential	Desirable	Method of Assessment	Shortlisting Criteria
Qualifications & Training				
Educated to A level or equivalent	✓		AF/C	✓
Educated to degree level or equivalent experience		✓	AF/C	
Experience				
Experience of working with communities	✓		AF/ I	✓
Experience of working with/in museums / heritage / culture		✓	AF/ I	
Experience of collaboratively developing and delivering activities that appeal to a range of audiences		✓	AF/I	
Experience of working on a range of tasks to tight deadlines	✓		AF/I	✓
Experience of organising and facilitating events	✓		AF/I	✓
Experience of working with volunteers	✓		AF/I	✓
Knowledge				
Knowledge of community engagement practice in museums / heritage / culture		✓		✓
Computer literate with knowledge of Microsoft Office and Excel	✓		AF/I	✓
Awareness of the potential barriers to engagement and participation.	✓		AF/I	✓
Awareness of health and safety issues	✓		AF/I	✓
Skills				
Excellent verbal and written communication skills	✓		AF/I	✓
Project Management skills		✓	AF/I	

Excellent organisational skills	✓		AF/I	✓
Ability to plan and carry out effective evaluation		✓	AF/I	
Behaviours				
Passionate about providing access to museum collections	✓		AF/I	✓
Passionate about the natural environment	✓		AF/I	
Evidence of initiative and creativity; the ability to come up with exciting and inspiring ideas and to follow them through to delivery and evaluation		✓	AF/I	
Highly motivated and quality conscious	✓		AF/I	✓
Adaptable and pragmatic approach to work	✓		AF/I	✓
Inclusive and audience focussed approach	✓		AF/I	✓
Flexible approach to working hours.	✓		AF/I	✓
Ability to work on own initiative and within a team	✓		AF/I	✓
Additional requirements of the role				
Willingness to work across all sites as required	✓		AF/I	✓
Advocate on behalf of Sheffield Museums to support our fundraising objectives, promote our work and signposting supporters to donation channels, as appropriate.	✓		AF/I	✓

AF = Application Form

I = Interview (This may include a presentation, task or test)

C = Certification

Date Reviewed	20/05/2024
Reviewed By	A McLean