



## **Job Description: Community and Partnerships Development Officer**

Fixed Term (18 months)

Location: Initially home-based/Burgh Business Centre, Rutherglen then the David Livingstone Birthplace (DLB), in Blantyre

Reporting to: Learning and Engagement Manager (working closely also with the Curator)

Responsible for (depending on specific projects): Volunteers, Trainees, University Student Placements

Salary: £23,500 pro rata p.a. (22.5 hours per week over three days)

### **Background**

From Spring 2021 the David Livingstone Trust (DLT) will re-open the Birthplace following a three-year refurbishment project. We are now in the process of establishing a team to work towards the re-opening of the historic buildings, including the redesign of the exhibition and conservation of key pieces of its 3,000-plus Collection. This Project is being funded by the Heritage Lottery Fund, the Scottish Government and Historic Environment Scotland. The project aims to support the regeneration of Blantyre and South Lanarkshire, and we will be working with a range of partners to achieve this.

This is an exciting time for the Trust; an opportunity for rebirth and re-establishing the ethos of the important historic site and furthering discussion around the life and values of David Livingstone. The Community and Partnership Development Officer will be responsible for working with community partners in the local area of Blantyre, South Lanarkshire, and further afield. This is a developmental role, and we are looking for someone who can develop and engage our communities with the complex histories of David Livingstone and his time through our museum collection.

The successful candidate will be experienced in developing projects focussed on co-creation and partnership work. Supporting the museum's activities and organisational objectives, the role will focus on nurturing and developing partnerships within our communities. The role will be part of the Learning and Engagement team and will also be expected to work collaboratively with the wider museum team. The successful candidate will have a strong understanding of the histories and legacies surrounding David Livingstone's story and will be expected to help promote the culture of progress and change the museum is aiming to achieve with this new stage of the project.

## **Role Summary:**

The successful candidate will focus on nurturing existing partnerships but also develop and maintain new ones. They will develop a framework that the DLB will use to ensure sustainable partnership working in the future, embedded in co-creation and decolonial practice. There will be ongoing collaboration with the Learning and Engagement team to ensure that community partners are aware and excited about becoming more involved with DLB, for example through school workshops or becoming a trainee or volunteer. Community engagement will initially take place online (following government guidelines around COVID-19).

The post holder will manage a programme of Community Action Research, working with the DLB Curator to research the collection, with the aim of including different perspectives, valuing community and lived-experience expertise and increasing engagement with the collection.

The role will sit within and work closely with the Learning and Engagement team (made up of the Learning and Engagement Manager, the Learning Officer and the Community and Partnerships Officer) and with the wider DLB team to ensure that shared objectives are achieved.

We are looking for someone who is hands-on, prepared to work in a museum whose collection is multi-layered and complex and support the progressive outlook of the Birthplace team. The role is an exciting opportunity for someone who is motivated by the social and societal impact that museum engagement programmes can achieve and will be driven by a passion for sharing stories behind museum objects and histories. You will be someone who wants to make a difference to communities and organisations through best practice in partnership working. We are looking for someone who wants to work as part of a team to engage our communities and partners to highlight unheard voices and stories and promote progress and change through action.

## **Responsibilities:**

- Run the community outreach and events programme, with partner organisations through methods of co-production, online and in person.
- Build and develop existing and new community partnerships and relationships with community organisation and stakeholders, including creating partnership agreements.
- Plan and deliver events and activities focussed on Black history throughout the year, which will culminate with celebrations during Black History Month each October.
- Support the local community in Blantyre and South Lanarkshire to help re-generate these areas and support recovery from the pandemic.
- Develop existing and new links with African and African Diaspora organisations and partners.
- Plan and deliver a small pop-up exhibition which will promote the new narratives and ethos of the DLB (format depending on COVID-19).
- Develop a framework and strategy for the DLB which will ensure the sustainability of this community and partnership work.

- Work with Volunteers, Trainees and university student placements on specific projects.
- Support the David Livingstone Birthplace relaunch and ongoing sustainability of the site. As we are a small team the successful candidate will be expected to have a flexible and collaborative approach to their work.

#### **Other duties:**

- Responsible for the health and safety of yourself and others who you interact with and undertake appropriate health and safety reviews, risk assessment in relation to community engagement activities and events.
- Continuous Professional Development – you will be encouraged to seek opportunities for growth and development.
- Protection of Vulnerable Groups (PVG) check required.
- Provide reports as required to Learning and Engagement Manager and Head of Development.
- Any other duties as required by the DLB. There will be some evening and weekend working required around planned events and activities.

### **Knowledge, Skills and Experience**

#### **Essential:**

- Experience of developing and delivering an engaging community & partnerships programme, with a variety of community, third sector and education organisations, following standards of best practice.
- Experience in carrying out and coordinating research activities, including working closely with volunteers.
- Experience of setting up and working with frameworks of best community engagement and partnerships practice in museum/heritage/third sector organisations.
- Experience of working with diverse audiences and volunteers, trainees and student placements with diverse needs and interests.
- Interest in and knowledge of the wider David Livingstone's story and the role of Scotland in Britain's colonial history.
- Understanding of sensitive use of language and imagery.
- Ability to take on feedback.
- Excellent interpersonal and communication skills (written and verbal) and ability to deal with a diverse range of people.
- Excellent organisational, attention to detail and forward planning skills.
- Proficient in Microsoft Office, including Microsoft Teams, and Zoom.
- Continuous Professional Development – you will be encouraged to seek opportunities for growth and development.

#### **Desirable:**

- Museums/Heritage/Third Sector qualification (for example an SVQ in Museums and Galleries Practice).

- Experience of implementing organisational administrative policies and procedures.

We encourage applicants from all backgrounds, and welcome applications from those facing barriers to employment, people living with a disability, people from a BAME background and those who identify as LGBTQI+.

Applications for the role in the form of a CV and covering letter (by midnight Thursday 4<sup>th</sup> February) should be sent to Elena Trimarchi, Learning and Engagement Manager at [elena.trimarchi@dltrust.uk](mailto:elena.trimarchi@dltrust.uk). Please note any immediate queries about the role should be emailed to Sandra Lowson at [sandra@david-livingstone-birthplace.org](mailto:sandra@david-livingstone-birthplace.org)

Interviews will be held on Friday 12<sup>th</sup> February.

References will be required for the successful candidate.

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