

## Job description and selection criteria

<b>Job title</b>	<b>HOPE for the Future Community Engagement Officer</b>
<b>Division</b>	GLAM (Garden Libraries and Museums)
<b>Department</b>	Museum of Natural History
<b>Location</b>	Museum of Natural History, Parks Road, Oxford, OX1 3PW
<b>Grade and salary</b>	Grade 6: £29,176 - £34,804 pro rata
<b>Hours</b>	0.6 FTE - 22 hours per week (flexibility is required to allow occasional weekend working)
<b>Contract type</b>	Fixed Term – 18 months externally funded
<b>Reporting to</b>	Anna Jones
<b>Vacancy reference</b>	149525 Post number 258248
<b>Additional information</b>	The post is expected to start in May 2021



# Introduction

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

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## Gardens, Libraries and Museums

The Gardens, Libraries and Museums (GLAM), a group of six departments led by the Pro-Vice-Chancellor (GLAM), comprises the University's major collections: the Bodleian Libraries, the four museums – Ashmolean, History of Science, Natural History, and Pitt Rivers – and the Botanic Garden & Harcourt Arboretum. Both individually and collectively, the collections are integral to the delivery of the University's strategic aims of teaching, research and widening participation. Whilst each collection maintains a distinct individual identity, GLAM also works collectively where practicable to ensure sustainability and consistency of standards.

For more information please visit: <http://www.admin.ox.ac.uk/glam/>

## University Museum of Natural History

Oxford University Museum of Natural History was opened in 1860 and houses the University's extensive scientific holdings of natural history, which are used for research, teaching, and public engagement with science. The holdings are currently organised into three collection areas: Earth, Life and Print & Digital. The Museum is 'Designated' by Arts Council England as having collections of national and international importance, and these comprise around 7 million specimens that are second in importance only to the national collections. The building, which is Grade 1-listed, is regarded as one of the finest examples of Victorian architecture in Britain, with its glass roof supported by iron pillars, and internal decoration that has a strong association with the Pre-Raphaelite movement.

The Museum is one of the most visited science museums in the UK with over 780,000 visitors per year, including over 37,000 school visitors, making it the most popular non-national science museum in the UK and the second most visited university museum in the world (behind the Ashmolean). The public engagement team have a national reputation for excellence and innovation, and offer a wide range of

programming to a diverse audience base from under 5s through to older learners. The public engagement team works closely with the collections, research and operations teams to deliver the museum's ambitious strategic plan.

For more information about the museum, please visit: [www.oumnh.ox.ac.uk](http://www.oumnh.ox.ac.uk) .

### **HOPE for the Future – National Lottery Heritage Fund Project (NLHF)**

HOPE for the Future is an ambitious integrated three-year project to safeguard the British Insect Collection and to use it to inspire the public. It will:

- i) Move the historic British Insect Collection out of the Westwood Room and preserve it in sector-leading storage to enable easier and greater access, prevent future damage and thereby to protect the nation's natural heritage for future generations.
- ii) Restore the Westwood Room to its original 1860 condition and turn it into a beautiful, historic and multi-functional accessible space with an emphasis on the British Entomological Collection.
- iii) Undertake an extensive community outreach and public engagement programme centred on British insects and other invertebrate animals to teach skills, engage new audiences and inspire a lifelong interest in the natural environment and conservation.

HOPE for the Future has the following aims in relation to audiences and learning:

- Aim 1: To enable people of all ages to understand and value the connections between the scientific heritage in the Hope Collection and the living natural heritage around them.
- Aim 2: To restore, conserve and make accessible a beautiful, historic and artistically important room - creating a flexible and dynamic new public engagement space.
- Aim 3: To nurture and enthuse children and young people facing disadvantage about natural sciences generally and insects in particular, building their cultural and science capital and raising their aspirations around science.
- Aim 4: To explore how our British Insect collections and expertise could support and enhance science learning in and out of school, building the next generation of British scientists.
- Aim 5: To engage with older people, especially those aged 65+ - a currently under-represented audience – to explore how natural history collections can enrich lives and improve well-being.
- Aim 6: To increase, widen and upskill the pool of volunteers working with the large Museum collections of insects.

### **HOPE for the Future Community Engagement Officer**

**Fixed term 3 days a week 18 months May 2021 – November 2022**

#### **Purpose of Role**

The museum wishes to appoint a Community Engagement Officer to deliver significant components of the NLHF Activity Plan during our second and third year of delivery. Although they will be involved in all 5 of the Aims for HOPE for the Future, they will have a particular focus and responsibility for Aims 1 and 5. The project will develop and deliver a new level of working in the community with a focus on older adults as a priority audience. The Community Engagement Officer will be responsible achieving key outcomes and targets and developing and establishing the Museum as Age Friendly through consultation, outreach, events and projects.

Groups of people we are specifically looking to engage as priority audiences include:

- Older people with an interest in nature, but not necessarily museums
- Older people living in rural areas in Oxfordshire and neighbouring counties
- The newly retired
- Grandparents caring for pre-school children

## **Responsibilities**

### **Consulting and Engaging Communities**

- Plan and deliver an exploratory project with Age UK Oxfordshire to inform the age friendly HOPE for the Future programme
- Plan and deliver a pioneering project to explore ways to support grandparent carers in engaging their pre-school grandchildren with the British Insect Collection in partnership with community organisations
- Consult with and deliver community talks and presentations to a wide range of community groups whose members are older people throughout Oxfordshire and into neighbouring counties
- Work alongside the GLAM (University of Oxford Gardens, Libraries, Archives and Museums) Community Engagement Team to ensure engagement activities fit within the overarching GLAM Older People's strategic framework.
- Work closely with staff involved in the Community Connectors Programme, an initiative across GLAM (to ensure community consultation and representation within projects).

### **Age Friendly Programming and Events:**

- Develop and deliver age friendly activities, including with museum volunteers, drawing on the findings from the exploratory project with Age UK Oxfordshire and community consultation
- Ensure that our facilities and access information meet the Age Friendly Museum standard
- Take British Insect Collection specimens to key community events in Oxford, rural Oxfordshire and neighbouring counties where older people are well represented

### **Additional security pre-employment checks**

This job includes duties which will require additional security pre-employment checks:

A satisfactory Disclosure and Barring Service check due to regulated activity

### **Selection criteria**

#### **Essential**

- Highly effective communicator, with empathy and ability to build relationships with a wide variety of individuals and organisations.

- Experience of working with older (65+) participants and a good understanding of their needs in doing this
- Experience of running adult community programmes in partnership with other organisations
- Ability to work under pressure and to deadlines, and flexibility to cover weekend and evening events
- Resilient, able to work on own initiative, with self-motivation, energy and versatility as well as part of a team
- Passion for nature
- Full UK driving licence
- Degree or equivalent

### **Desirable**

- Interest in museums and how they work with older audiences
- Experience of community consultation and applying this to activity design and development
- Experience of evaluating and documenting engagement activities
- Interest in insects

## **Pre-employment screening**

### **Standard checks**

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### **How to apply**

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may

include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Help and support is available from: <https://hrsistemas.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## **Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.

See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk).

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

### Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)