

Candidate Information

Position: Outreach and Communications Officer
School/Department: School of Arts, English and Languages
Reference: 19/107502
Closing Date: Monday 3 June 2019
Salary: £24,028 - £27,831 per annum pro rata (potential to progress to £29,514 per annum pro rata through sustained exceptional contribution)
Anticipated Interview Date: Wednesday 19 June 2019
Duration: 10 months

JOB PURPOSE:

The principal aim of this post is to work as part of the project team delivering the Heritage Lottery Funded Visual Voices of the Prisons Memory Archive: preservation, access and engagement project. More information on the project can be found here: www.prisonsmemoryarchive.com

The Outreach and Communications Officer will deliver the Outreach and Communications portfolio. This will include delivering the agreed activities within the timescale and budget available.

The successful candidate will engage a diverse range of audiences in order to raise awareness of the Prisons Memory Archive (PMA) as a resource to aid in the removal of barriers to understanding shared heritage. The key duties of this post will require relationship skills, technical awareness for the purposes of engaging different audiences and event management.

MAJOR DUTIES:

1. Work in partnership with the Project Director, Project Manager, and Project Archivist, in the successful delivery of the Visual Voices project, contributing to reports on approved purposes, risk and milestones, as required by the National Lottery Heritage Fund.
2. Provide bi-monthly reports to the Project Steering Group, comprising representatives of the project partners, PMA Management Group, Queen's University Belfast and the Public Record Office of Northern Ireland, part of the Department of Communities. Implementing actions as advised.
3. Co-Ordinate the Outreach and Communication Portfolio activities to be delivered as part of the Visual Voices project. This will include Co-Ordinating aspects of budget, scope and management.
4. Engage with diverse individuals and groups, including participants whose stories are featured in the PMA, from a wide range of community backgrounds and with various access requirements.
5. Co-Ordinate procurement and day to day aspects of related project activities delivered through third party contractors including technical partner for website, educational resource development and evaluator.
6. Responsible for the delivery of a new PMA website, including user testing, collaboration with the PMA Team to identify and provide material for the website and engagement with all stakeholders including the technology partner, QUB IT, PMA Management Group and PRONI.
7. Work in partnership with the PMA Management group, PRONI and QUB to ensure that the presentation of and access to archival material adheres to the PMA's underlying protocols of co-ownership, inclusivity and life-storytelling.
8. Identify opportunities to bring added value to the project within the project term, currently scheduled up to March 2020 and those which will contribute to the sustainability of the PMA beyond the Visual Voices project.
9. Use PMA resources and tools to coordinate appropriate groups to meet the targets of the Visual Voices project. This will include planning and delivery of workshops and events to break down barriers to engagement and assist groups in accessing shared heritage.

10. Use appropriate communication methods to highlight the PMA's Collection as primary source material, and assist different groups in interpreting and interacting with the material according to their own interests and requirements, while respecting the integrity and sensitivity of the archival recordings as well as the wishes of the project participants.
11. Supervise the work of the Film Technician, allocating tasks and resources to meet the aims of the project.

Planning and Organising:

1. Plan and prioritise own work and the short and medium term work activities of the Film Technician and project interns.
2. Develop and deliver outreach and communications work plan which will meet project targets, through a process of understanding needs and working in partnership with all key stakeholders.
3. Monitor progress and provide regular reports and updates, assessing needs and risks to contribute to the sustainability of the PMA.

Resource Management Responsibilities:

1. Manage small budgetary elements as delegated by the project manager dedicated to the Outreach and Communications portfolio.
2. Support the project manager with purchase, hire and general maintenance of equipment hardware necessary for the delivery of workshops and events, adhering with University procurement guidelines.
3. Supervise and delegate work to the Film Technician and interns related to outreach and communications duties.

Internal and External Relationships:

1. Regular contact with project team.
2. Liaise with other University offices, staff, project partners, PMA participants, and outside bodies.
3. Work in collaboration with PRONI in coordination of workshops and events.
4. Build and maintain working relationships with key stakeholders including partners, participants and users, such as educators and community development staff.
5. Adhere to relevant policies and practices.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications.
2. At least 4 years relevant experience to include 1 year in a role where building the capacity of groups in peace building activities was key.
3. Experience in managing partnerships.
4. Experience in event management.
5. Excellent facilitation and presentation skills.
6. Excellent oral and written communication skills.
7. Demonstrable ability to assess the readiness of vulnerable groups and individuals to engage with sensitive material, preferably in the context of cross-community or peace building work.
8. Demonstrable understanding of political sensitivities.
9. Excellent knowledge of communications including social media (Facebook, Twitter etc.)
10. Knowledge and experience with a range of creative software packages, e.g. Adobe photoshop and illustrator.
11. Knowledge of financial and non-financial monitoring, including evaluation and reporting, within a funded project environment.
12. Excellent IT skills, with proficiency in Microsoft Office products (Outlook Word, Excel and PowerPoint in particular), databases and web.
13. Ability to deal efficiently with face to face, telephone and external enquiries.
14. Ability to communicate effectively with staff, project partners and members of the public.
15. Ability to work on own initiative and as part of a team.
16. Ability to make decisions and to plan and prioritise within remit of post.

DESIRABLE CRITERIA:

1. Experience of supervising volunteers or support staff.
2. Experience of innovative digital technologies and how they are used in peace building.
3. At least 3 years in a role where building the capacity of groups in peace building activities was key.
4. Demonstrable professional experience of training others to use digital tools.
5. Professional accreditation in mediation skills or accredited training in conflict management.