

Candidate Information

Position:	Outreach and Engagement Officer
School/Department:	Seamus Heaney Centre for Poetry
Reference:	23/111137
Closing Date:	Monday 21 August 2023
Salary:	£30,619 - £35,308 per annum.
Anticipated Interview Date:	Monday 11 September 2023
Duration:	Fixed Term for 3 years

JOB PURPOSE:

Reporting to the Seamus Heaney Centre Coordinator, this position aims to connect diverse communities with literature, creative writing and the legacy of Nobel laureate Seamus Heaney. This will involve consultation and engagement with schools, community groups, and arts and cultural organisations; designing and piloting creative outreach programmes including with those who may have had limited opportunities to engage with heritage. This position will include coordination and development of the SHC Schools Outreach Programme.

MAJOR DUTIES:

1. To establish connections with diverse communities across Northern Ireland and beyond, carrying out consultation activities to widen access to and enjoyment of creative writing.
2. Working with the Centre Coordinator and Centre Director, to develop and deliver a detailed and fully costed creative outreach programme over 3-5 years, providing opportunities for diverse communities to engage with creative writing and the activities of the Centre.
3. Working with the Centre Coordinator and Centre Director, to connect with literary and cultural tourism offerings in Belfast and NI, developing new packages/activities and adding value to existing initiatives.
4. To manage the development of learning packages for primary and post-primary students, and to develop a programme of engaging school visits and activities.
5. To add value to the wider programme of events and projects at the Seamus Heaney Centre, ensuring these are accessible and relevant to new audience groups.
6. To contribute to marketing and social media plans for the outreach activities, working with University colleagues to support delivery of marketing campaigns.
7. To provide expert guidance and support to the team regarding long term audience development for the Seamus Heaney Centre.
8. Monitor and report progress, ensuring agreed strategy, policies and business plans are implemented and meet with professional and quality standards.

ESSENTIAL CRITERIA:

1. Creative Arts or English degree, or equivalent in a relevant subject.
2. Considerable, relevant professional experience to include the development and delivery of creative programmes for a wide range of audience groups.
3. Considerable experience of delivering and coordinating outreach activities, particularly with audiences from 'marginalised' backgrounds.
4. Strong analytical and problem solving abilities with experience using a range of data to inform strategic and operational decision making.
5. Demonstrable experience of working collaboratively with a range of stakeholders.
6. Excellent IT skills, with proficiency in Microsoft Office products (Outlook, Word, Excel, PowerPoint).
7. Highly developed oral and written communication skills.
8. Ability to assess and organise resources, and plan and progress work activities, projects, changes within own work area, etc, using initiative and judgement with limited recourse to managers.

9. Flexibility and willingness to work irregular hours.

DESIRABLE CRITERIA:

1. Experience of working on heritage or cultural projects.
2. Experience of working on literary events or projects.
3. Knowledge of the cultural heritage of Northern Ireland, particularly regarding creative arts.