

Heritage Participation Trainee Job Description

Post: Heritage Participation Trainee

Duration of role: 1-year fixed term

Location: Based at Oxford House

Reports to: Cultural and Heritage Producer

Organisation: Oxford House, Derbyshire Street, E2 6HG

Salary: Part time: 3 days a week (21 hours per week) = £13,049

Based on £21749 a year FTE (pro rata)

The Role

The Heritage Participation Trainee role is an exciting entry level opportunity to develop skills in both planning and delivery of heritage education activities. This is a practical role focused on 'learning on the job' and will require the postholder to work closely with internal teams and community stakeholders ranging from schools, local artists, community groups. As part of this 12-month part-time placement, the candidate will receive mentoring opportunities and specialised training to support their future development and career progression once this project is completed.

What You'll Learn

- Research skills
- Basic heritage skills including interpretation and basic conservation care
- Collections management and archive skills
- Project management Skills including delivery of live programming and events
- Administration skills
- Communications skills
- Teamworking skills
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About Oxford House

Oxford House is a historic 'settlement house' established in 1884 by students and graduates who came to live and work in the East End. These 'settlers' led projects and community initiatives ranging from men's clubs, to work exchanges and adult learning initiatives for local people. Oxford House has been based in its listed Victorian building in the heart of Bethnal Green since 1891.

The outbreak of the Second World War became a defining moment in our history as Oxford House transitioned from the 'settlement house model' and became a vital community hub, reflecting its diverse local community. From youth work, projects for older people, to women's groups and community-led Somali cultural projects, Oxford House has reflected a changing East End. Today, Oxford House is a multipurpose community arts centre, still based in our beautiful, Grade II listed building and home to a theatre, dance studio, gallery, and café.

The Project

'Through the Lens: Women Pioneers, Youth Social Action and Celebrating our Somali Community' is a new National Heritage Lottery Funded two-year project. It will explore Oxford House's diverse post-war history through the experiences of three local communities: women, young people, and the Somali community. Our archives will be a catalyst for open research, skills development, and unexpected artistic collaborations. We will:

1. Make OH's onsite archive publicly accessible. New research, archive open days, memory collection, heritage exhibition and a new festival; led by heritage professionals, trainees, and volunteers with public participation at its core.
2. Reveal hidden stories of women at OH. Our early 1940's women 'settlers' will inspire an exciting intergenerational takeover project, led by local schoolgirls, linking stories past and present.
3. Reveal the untold stories of OH's ground-breaking youth work. It will explore 1970s anti-fascism, youth subcultures, and working-class activism connecting local schools with contemporary discussions through films, local walking tours, takeover events, and artistic commissions.
4. Platform Somali artists and makers through an innovative pop-up 'Somali Arts Café linking our heritage past and present in partnership with this community through a series of events and commissions.
5. Transforming our gallery space into an improved flexible education and creative space for these projects and a major exhibition exploring Oxford House's 140th anniversary.

Responsibilities

- To support the delivery of the arts and heritage programme including project events and activities including some evening and weekend work
- Support in curation of OH exhibitions and artistic commissions
- To support external activities including external archives, schools, and other community settings
- To support in the practical delivery of schools and community projects within school settings alongside and guided by Cultural and Heritage Producer.
- To work closely with Project Archivist in tasks related to Activity Plan including research for exhibition, planning and delivery of Archive Open Days.
- To support the work of volunteers and community participants
- To support in the research for projects and final project exhibition as required
- To carry out administration duties including record keeping, monitoring and general organisation needed to deliver a complex multi-year heritage participation programme
- Contribute to project evaluation
- Contribute to meetings including minute taking and following up on actions
- To carry out any other tasks necessary to ensure the project is successful

Person Specification / Essential Skills

- Positive and open attitude to learning and skills development
- Demonstratable passion for arts, culture, and heritage
- Reliable, punctual, and good time management
- Qualifications to a GCSE level, with a proficiency in English and Maths
- A passion for working with diverse communities
- Organised, ability to multitask and prioritise workload
- Team worker with a positive approach to relationship building and collaboration
- Attention to detail
- Good written and oral communications skills
- Computer literacy including MS Office packages and Outlook
- Problem solving skills and initiative
- Ability to multitask and prioritise time
- An interest in keeping up to date with up to date with community arts developments

Essential requirement

The selected candidate will be required to complete a DBS check as a condition of employment.

Training Opportunities

- This post will include monthly mentoring session with Cultural and Heritage Producer
- 2-day work placement visit with external cultural organisation (arranged by OH and trainee)
- £150 continuous personal development training budget to use for learning resources including conferences, talks, books, memberships.
- Trainee will take part in heritage specific course as part of their traineeship. This will include virtual visits, lectures, skills workshops and completing work-based assignments supporting trainees skill building.
- Mandatory Training: Risk Assessment training, Safeguarding training and Fire Evacuation training.

We understand that this is a training post, so we do not expect all candidates to have experience in all the areas outlined above. However, we are looking for a candidate with the enthusiasm and interest in practical learning and project delivery. The right candidate will need the flexibility, eagerness, curiosity to learn and positive approach needed to work in a community arts and heritage setting.

This role will be supported by heritage and art professionals with diverse and experience and will provide the postholder with many of the building blocks and skills require for a future career within arts, culture, and heritage.

Diversity and Equality Statement

Oxford House is based in the heart of East London, and we want our staff and volunteers to reflect this. We actively value and encourage applicants from a range of backgrounds and lived experiences to apply for this role. We particularly welcome applicants from East London.

Oxford House (OH) strives to be an equal opportunities service provider and employer. OH, recognises that many groups of people within society suffer disadvantage, harassment, or discrimination in many aspects of their lives, thereby devaluing them and denying them their basic rights. OH, commits itself to combating such discrimination by seeking to extend within the organisation opportunities for people affected by disadvantage and discrimination. OH, recognises that many people have different lifestyles and responsibilities that make demands on them as carers for children, family, or partners.

OH, seeks to ensure equality and diversity throughout services, employment, and management by providing appropriate encouragement where necessary to enable all types of people to play an active role and advance within its structure. OH, seeks to raise awareness within the organisation and amongst members and users of the various forms of discrimination and to promote efforts to combat it. OH, will train all its staff and volunteers in equality & diversity to ensure that they are up to date with any new legislation.

All forms of discrimination, abuse or harassment by staff will be regarded as disciplinary offences and dealt with in accordance with OH disciplinary procedures-

How to Apply:

- 1. Email CV**
- 2. Email Cover Letter (no longer than 2 pages) explaining how you meet the person specification, why you are interested in the role and your career aspirations.**
- 3. Diversity Monitoring Form**

Send to jobs@oxfordhouse.org.uk by **Thursday 25 May 2023**

Interviews will be held wc 5 June 2023