



Community Heritage Co-ordinator

Post: Community Heritage Co-ordinator

Location: Based at Oxford House

Reports to: Arts & Heritage Producer

Organisation: Oxford House, Derbyshire Street, E2 6HG

Salary: £28,000 pro rata equivalent, based on 3 days a week

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. They established projects and community initiatives ranging from boys and 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. Oxford House has seen many important moments in history from universal suffrage to ongoing struggles for racial equality and both World Wars. The post-war period saw Oxford House become a vital community hub in Bethnal Green 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 still a vital community hub still based in our beautiful, recently refurbished Grade II listed building on Derbyshire Street with a 120-seat theatre, gallery, dance studio, Victorian chapel, cafe and rooftop terrace with spectacular views across East London.

The Project: Made in the East End

Over the next four years Oxford House has an ambitious plan to transform our organisation into a dynamic heritage site with community history and creativity at its heart. Our NLHF project 'Made in the East End' programme sees us deliver two strands of work:

A. 'Made in the East End programme' will see us deliver inspiring heritage projects bringing our community together to learn, exchange ideas and create new public artworks, writing and performances responding to local history and our archive.

B. Supporting Organisational transformation and Sustainability – As a small but ambitious organisation, Oxford House aim to build staff/volunteer capacity to achieve our vision for the future. This includes deepening evaluation practices, investment in training, expanding fundraising capacity and building partnerships which ensure long-term growth and sustainability.

The Role

Working closely with Oxford House's Arts & Heritage Producer this is an exciting opportunity to play a key role in the planning and delivery of heritage education activities. The postholder will support in development and delivery of heritage-focused community workshops, exhibitions and creative projects at Oxford House and various community settings in East London. The postholder will join a small but ambitious cultural centre, rooted in community. The role will require the postholder to work closely with internal teams and community stakeholders ranging from schools, local artists,

community groups and partners. The postholder will lead in co-ordination and communications with community partners, volunteers and participants to deliver the programmes listed above.

Responsibilities:

- To support the delivery of the Activity Plan including project events and activities
- To be lead contact for volunteers and project participant
- To support in project evaluation and participant feedback gathering throughout project.
- To Support with arrangements of external activities including, schools, libraries and other community settings
- To support in the practical delivery of schools and community projects alongside the Art& Heritage Producer.
- To support event and exhibition, planning and delivery
- 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
- To carry out any other tasks necessary to ensure the project is successful

Essential Skills:

- Experience working on a community/participatory arts/heritage project
- Clear communication skills needed to deliver complex arts and heritage projects with multiple stakeholders
- Positive and open attitude to learning and skills development
- Organised, ability to multitask and prioritise workload when delivering multiple projects
- Team worker with a positive approach to relationship building and collaboration
- Attention to detail including Excellent written communication skills
- Computer literacy including MS Office packages and Outlook
- A passion for history, heritage and culture with a particular interest in community projects and participatory work
- Problem solving skills and ability to adapt and support artists and facilitators
- A strong commitment to inclusion and accessibility
- A DBS will check will be required for the postholder
- An interest in keeping up to date with up to date with community arts developments.

Diversity and Equality Statement

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 & 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. All forms of discrimination, abuse or harassment by users of Oxford House or members of OH will be dealt with by the Chief Executive and/or Trustees.