



## Community Engagement Officer and Facility Supervisor

### A collaborative appointment between Cultura Trust and Maryport Settlement (Castle Hill Trust)

*This is an exciting new appointment with creative potential to work with local people and places that matter to them.*

The successful person will be employed by Cultura Trust and based at:

The Maryport Settlement, High Street, Maryport, Cumbria CA15 6BQ.

It is a one year 0.6FTE post (22.5 hours / week) in which the appointed person's time is anticipated to be divided approximately 15 hours / week for Cultura for project development activities, and 7.5 hours / week for Castle Hill Trust providing housekeeping of the Maryport Settlement. Flexible working hours are offered, including occasional evening or weekend working, but there is a core routine to the housekeeping.

Remuneration is based on experience, expected at £15,000 per annum (£25,000 FTE). The post includes pro rata 0.6FTE paid annual leave of 12 days / 90 hours in addition to public holidays.

#### **Cultura Trust**

Cultura is a charity that's been around for over 50 years working with communities and cultural heritage. We own Camp Farm on the edge of Maryport, which is part of the Frontiers of the Roman Empire / Hadrian's Wall World Heritage Site, and the Solway Coast AONB. The farm currently has no public access other than guided tours of the fort by the Senhouse Roman Museum, and the coastal path. The ambitious plans for the farm have the theme of 'learning', using every aspect of the landscape, farm, archaeology and buildings to help people gain relevant benefits, especially traditional skills, health and wellbeing, and environmental sustainability. This post is in the front end of helping make all that happen, but it also is about developing relationships – with Maryport and specifically The Settlement, which has so much in common with Cultura's wider aims and the Camp Farm project in particular.

#### **Castle Hill Trust**

Castle Hill Trust owns and operates The Settlement, one of Maryport's extraordinary social and cultural assets dating back to 1937. Its mission has always been to help and educate through arts and crafts, whether as a hobby or towards employment, and particularly for folk who otherwise would not have access to such facilities. It hosts exhibitions, groups and courses on creativity, heritage and stories. It's reason for supporting this post is to increase its capacity to reach more people more regularly.

#### **Job description for Cultura's Community Engagement Officer role**

The person will be based locally at The Settlement so that they can be an active, visible and accessible member of the social/cultural community in Maryport and thereby be best able to:

1. begin to realise the vision for the farm by building *relationships* and pilot *activities* for an inclusive learning plan – 'soft skills' (care/social farming, creativity/digital, etc.), conservation (traditional skills), climate action (biodiversity, renewable energy);
2. begin to raise the profile of the farm within the AONB, and the World Heritage Site, including contributing to the Hadrian's Wall 1900 anniversary in 2022;
3. build working relationships between the farm and Maryport town centre and its community, including contributing to the cultural programme.

The person will deliver and contribute to the following main outcomes:

1. Plan, promote, arrange, deliver and evaluate **pilot activities to develop the vision for Camp Farm**, its learning and other plans; these will include events for people to sample experiences, perhaps for the first time, learning about the land, archaeology, history, traditions, farming, biodiversity and climate action (measured by numbers of people, community groups, veterans and school children taking part);
2. Develop **working relationships**, locally in collaboration with the Maryport Future High Streets Fund and Heritage Action Zone (HAZ), including through the cultural programme, within which digital is expected to be an important medium, and with social and care farming and World Heritage Site partners (especially Senhouse Roman Museum), and wider networks (measured by local events and activities arranged and contributed to);
3. Work with the Castle Hill Trust and Cultura to explore **potential projects and activities for The Settlement** (measured by contributions to projects and their potential);

The above will include:

- Enable Cultura to contribute effectively to the 2022 Hadrian's Wall 1900 anniversary programme (one activity/event contributed to in the autumn of 2022 and the benefit recorded);
- Build up evidence of need in the catchment area of the Camp Farm project to support future development (a report to support bids and activities), including the potential to extend this post beyond a year;
- In developing the Camp Farm plan, help Cultura nurture other working relationships with prospective partnerships and networks, helping to secure 'in principle' indications of commitment (measured by activities and the number of resulting 'in principle' indications of commitment);
- Contribute to, and benefit from, participation in the wider range of Cultura's activities;
- Short progress reports and an end-of-year evaluation report, on how this role has helped prepare: transforming access to, and engagement with, the environment and public spaces; education & skills – increase participation in lifelong learning; arts, culture & heritage – promote opportunities for creativity; tackling disadvantage & exclusion – improve the community working together.

The project should aim to reach as many people as possible across all of these activities, direct and indirect.

A modest budget will be available towards activity costs not covered by other sources.

The postholder will be provided with an office, workstation (laptop computer, printer, wifi) and use of the landline.

### **Job description for Castle Hill Trust's Facility Supervisor role**

To undertake routine housekeeping for The Settlement, the person is expected normally to be on-site when required on Mondays to Fridays, 9am-5pm, to open or lock up and:

#### Daily

- Contribute to, and benefit from, participation in the wider range of Cultura's activities;
- Answer queries from members of the public calling at The Settlement, such as potential Room Hirers;
- Ensure The Settlement's room hire service is professionally delivered;
- Respond to any issues raised by users of The Settlement including tenants. This could include issues relating to heating; door entry system; wifi, etc.;
- Check the operation of Genus – the smart heating system – on a daily basis and take whatever action is necessary;
- Monitor and service The Settlement's social media platforms;
- Other activities as may be required.

#### As Required

- Contribute to, and benefit from, participation in the wider range of activities for Cultura and The Settlement;
- Assist with financial monitoring and evaluation of activities.

## Person Specification

The preferred candidate will have:

Essential

- evidence of having successfully **arranged or hosting activities** of the type required by this appointment;
- relevant experience leading or supporting learning activities with **audiences of differing abilities and interests**;
- exercised responsibility in hospitality or bookings **venue management**;

Desirable

- established working knowledge of and familiarity with Maryport and its community;
- an interest (professional or personal) in the heritage of the town, Roman and/or local history, and/or of natural history, landscape, biodiversity or wellbeing (therapeutic activities);
- a DBS check may be required.

## Application

Applicants should supply:

- A profile/cv highlighting your experience relevant to the job roles;
- A statement of why you believe you are well-placed to fulfil the role, and an example of relevant experience;
- What local knowledge you have;
- Two references (which will only be contacted if offered the post subject to references).

Applications to be submitted by **email by 12 noon on 22 July 2022** to:

Graham Bell, Director, Cultura Trust: [graham.bell@culturatrust.org](mailto:graham.bell@culturatrust.org)

**Interviews will be held on Thursday 28 July 2022 at The Settlement.**

If you would like to ask in confidence about this appointment, please email or send a text message to arrange to speak to:

Graham Bell, Director, Cultura Trust, about its role or the overall appointment – 07815 874423, or

Jim O'Rourke, Chair, Castle Hill Trust, about its role in respect of the Maryport Settlement – 07754 897009.

## Supporting information

Please see the information included below.

## The Settlement



## Camp Farm

town centre    harbour    19C model farm    museum    fort    vicus/Roman settlement





# Camp Farm – a stunning landscape in the AONB, and World Heritage archaeology

