

Ymddiriedolaeth Drws i'r Dyffryn - Tywi Gateway Trust Community Engagement and Learning Officer Post

Introduction – The Role

This two year post will encourage and increase all ages of users of the Bishops Park as a place to enjoy and learn in. It will bring together and build links between the community, the park, the Old Bishops Palace and Carmarthenshire County Museum and its collections.

It will develop a network of users across Carmarthenshire that will support and contribute to the site's sustainable future. The network will comprise members of the immediate and broader local communities including groups, clubs, societies and interest groups, as well as schools and colleges. The post will develop learning opportunities with schools and home education learners creating activities to explore what makes the Bishops Park, the Old Bishops Palace and the Museum's collections special.

Learning and education at the Bishops Park and Museum must also provide an income stream to help secure a sustainable future for the site. The post will be a crucial part of developing the site as a high quality and distinctive learning space. They will develop a learning strategy and create a range of learning resources for visitors to the Bishops Park along with an initial programme of learning opportunities and activities. These will include a range of training courses, workshops and learning experiences drawing on the site's history, culture, collections, horticulture and natural environment which will be designed to generate income to support the management and maintenance of the site. Bilingual working will be crucial to producing learning resources and delivering formal learning opportunities to schools and colleges in English and Welsh.

Learning Themes

- **a sense of place.** The former palace of the Bishops of St Davids once a centre for spirituality, the arts and the Welsh language - for inspiring a new future
- **a park through time.** A private pleasure garden being restored to its 19th century design - for understanding a changing past and cultivating a community led future
- **food for thought.** The walled kitchen garden with memories of past luxuries for the Bishops table - for encouraging self-reliance and horticultural innovation
- **saving the environment.** The Great Meadow and the Bishop's Pond together of special ecological significance – for engaging with contemporary issues of sustainability
- **exploring the landscape.** Physical and visual connections within the Tywi Valley and beyond - for building links and networks between places and people.

Background Information

The Tywi Gateway Trust and Project

The Tywi Gateway Trust was set up as a charitable incorporated organisation in 2016 to secure the restoration and future management of the Bishops Park, Abergwili, the former grounds of the Palace of the Bishops of St David famed for its cultural, historic and ecological features and which is much loved by the local community.

With funding from the National Lottery Heritage Fund, Carmarthenshire County Council and Welsh Government, amongst many other funders, the Trust are delivering the Tywi Gateway Project to restore this historic park and garden and create new visitor facilities including a learning space. As part of this project the Community Engagement and Learning Officer post has been created with support from NLHF, CCC, Welsh Church Fund and Brechfa Forest West Windfarm Community Fund and Abergwili Community.

Job Description - Community Engagement and Learning Officer (CE&LO) Post

Reporting to: Tywi Gateway Trust Manager

Place of work: Bishop's Park and Carmarthenshire County Museum, Abergwili with home based office work.

Contract: F/T 37hr week, £24,000 per annum. Initially the post will be a two-year contract to commence in September 2020.

Managing: Volunteers

Hours: Work flexible hours, 5 days from 7 inclusive of Bank Holidays and weekends and some evening work for which the appropriate time in lieu will be accredited

Holidays: 25 days per year, plus the 8 recognised bank/public holidays

Period of Notice: Minimum of 2 months. The period of notice for the 3 months probationary period is 1 week.

References: Offers of employment are subject to the receipt of satisfactory references and DBS check.

Main Purpose - Working as part of the Tywi Gateway Trust team, in partnership with Carmarthenshire County Museum, the post will work with the local community developing a support network and in collaboration with others develop, organise and deliver a programme of activities, events and learning opportunities drawing on the site's history, culture, collections, horticulture and natural environment designed to generate an income to help support the management and maintenance of the site.

Main Duties

- 1) Assist the Trust Manager in the creation of an accessible and friendly learning environment where learning opportunities are maximised to promote inclusivity and diversity.
- 2) Build positive relationships with local community groups, local schools, and other local stakeholders.
- 3) Represent the Tywi Gateway Trust at local schools and community events and promote the Bishops Park as a rich community and learning resource for all.
- 4) In consultation with the Trust Manager, devise, organise and deliver a programme of community engagement and learning activities and events to encourage greater community awareness and enjoyment of the Bishop's Park, engagement in its restoration and on-going management and will support the future sustainability of the Bishops Park.
- 5) Working in partnership with Carmarthenshire Museum develop, create and make available on site, and on-line, bi-lingual learning resources relevant to the New Curriculum for use by schools, colleges and other groups of learners at the Bishops Park and Museum.
- 6) Working with a range of partners, such as the museum, schools and colleges to encourage and support the development of new formal and informal learning opportunities at the Bishops Park.
- 7) In consultation with the Trust Manager, develop and deliver, both in-house and with external specialists, a programme of formal and informal learning opportunities, including classes and workshops to be hosted at the Museum and Bishops Park, which will significantly contribute to the site's income streams.

- 8) Encourage, recruit and manage volunteers to assist with the community engagement and learning programme.
- 9) Assist with sourcing grants and funding for community and educational projects
- 10) Produce appropriate reports and documentation as required
- 11) Undertake such other related duties commensurate with the level of responsibility and remuneration for the post that may be assigned by the Manager.

PERSON SPECIFICATION

Community Engagement & Learning Officer

ESSENTIAL	<u>DESIRABLE</u>
TRAINING, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> • Educated to degree level or equivalent • Experience of planning and delivering events and activities in an environmental or heritage setting, for all ages and abilities, including for families and schools • Ability to deliver high quality workshops or sessions for schoolchildren based on the New Curriculum 	<ul style="list-style-type: none"> • A relevant teaching qualification • Experience working with and managing volunteers • Experience of working in a commercial environment • Experience of working with interpretation, exhibitions or installations • Experience of working with a number of partners
KNOWLEDGE AND SKILLS	
<ul style="list-style-type: none"> • An interest in and knowledge of horticulture, ecology or the historic environment • Effective spoken and written communication skills in Welsh and English sufficient for the production of Welsh medium learning materials • Ability to plan and prioritise own workload • Ability to work individually or as part of a small team to achieve common goals • Excellent organisational and administration skills • Excellent IT skills including Microsoft Office, social media and digital engagement 	<ul style="list-style-type: none"> • Knowledge of the wider heritage or environmental learning sector • Knowledge of environmental sustainability
INTERPERSONAL SKILLS	
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with an ability to maintain a supportive manner when dealing at all levels with colleagues, partners, neighbours, community groups and visitors • Ability to build and manage effective teams and inspire volunteers and others • Strong organisational ability, for effective 	<ul style="list-style-type: none"> • Ability to deliver appropriate media & public addresses and lectures • Willingness to share information and ideas

<p>management of own and others' priorities, workloads and deadlines</p> <ul style="list-style-type: none">• Ability to identify training needs and deliver effective training and coaching to meet required standards	
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