

Freelancer Brief

Freelance Outreach and Participation Practitioner

To undertake community engagement and deliver an on-line archive exhibition

Royal Greenwich Heritage Trust is seeking to employ an Outreach and Participation Practitioner to deliver its project, *Celebrating Our Heritage*.

This project is to capture the local history of the pandemic. It encourages individuals, families and community groups to download a range of digital participation resources which celebrate various aspects of built heritage in our care and to create their own responses to them in words, pictures and videos.

These responses will form the basis of an online exhibition in Spring 2021.

The digital archive of responses to our heritage and the pandemic will add to our Collection.

Royal Greenwich Heritage Trust

Royal Greenwich Heritage Trust (RGHT) manages the important historic buildings and community assets in the Royal Borough of Greenwich Council. It was formed in May 2014, in partnership with the Royal Borough Council.

Our purpose is to advance people's understanding of the history and heritage of the Royal Borough of Greenwich and surrounding area; to conserve the heritage assets in the Trust's care and ensure that these assets, buildings and landscape, collections and archives and the history of the Royal Borough, are shared with as many people as possible.

Our regular activities include learning and participation, formal and informal history and heritage learning activities (in reach and outreach); visitor services – public access to Charlton House, exhibitions and events; care of heritage assets – working with partners to manage the assets in our care; and working with volunteers.

The Role

A Freelance Outreach and Participation Practitioner is required to:

- Lead the project
- Provide Project management
- Deliver outputs:
 - Creation of digital participation tools which showcase our heritage
 - Lead engagement responses from our community
 - Oversee the development of relationships with schools
 - Engage external stakeholders to gather their impression of the project
 - Participation that is relevant in a socially distancing environment

- Deliver the goals
 - An on-line digital exhibition
 - Increased engagement with our community and schools
 - Increased awareness of the Royal Greenwich Heritage Trust
 - A digital archive of this project
 - Submissions added to the Collections of Royal Greenwich
 - Higher levels of engagement with the website and social media platforms

The Freelancer will report to: Head of Public Programming

Be part of a team comprising: Learning Facilitator, Archivist and Marketing Manager

Ideal candidate:

10 years' experience in the field in the heritage and cultural sector

Successful track record of delivering comparable projects

Experience of undertaking community engagement

A thorough understanding of digital exhibitions

Terms of Appointment

Celebrating Our Heritage is funded by Historic England and is to be completed by 31 March 2021.

Freelance Fee

Fixed at £15,600, inclusive of all forms of tax, travel, accommodation (if required) and other direct expenses. Consultant to pay their own tax and national insurance.

Duration of Appointment: 19 October to 31 March inclusive

Location: Archives and Charlton House, Charlton, SE London

Application:

Candidates are asked to provide the following information:

- A supporting statement of no more than two sides of A4 outlining their approach to and an empathy for the aspirations of this project
- A current C.V.
- Examples of two comparable projects delivered in the last three years
- Details of two referees

Deadline for receipt of responses: 10am Monday 5th October 2020

Interviews: Tuesday 13th October 2020

Responses should be emailed to Janet Denne, Head of Public Programming, janet@rgh.org.uk