

<b>Job Title:</b>	Community Co-Producer	<b>Job Category:</b>	Coordinator
<b>Department/Group:</b>	Learning & Engagement	<b>Job Code/Req#:</b>	Job Code/ Req#
<b>Location:</b>	The Thackray Museum of Medicine, Beckett Street, Leeds, LS9 7LN	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	£22k p.a	<b>Position Type:</b>	12 months fixed term. Full time
<b>HR Contact:</b>	Rachel Emmott	<b>Date Posted:</b>	01/03/21
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	21/03/21
<b>External Posting URL:</b>	<a href="http://www.thackraymuseum.co.uk">www.thackraymuseum.co.uk</a>		
<b>Internal Posting URL:</b>	<a href="http://www.thackraymusum.co.uk">www.thackraymusum.co.uk</a>		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> Email: <a href="mailto:liz.egan@thackraymuseum.org">liz.egan@thackraymuseum.org</a> Subject Line: Community Co-Producer Role		<b>MAIL:</b> Judith Knox The Thackray Museum of Medicine Beckett Street Leeds LS9 7LN	
<b>Job Description</b>			
<p><b>As well as appearing below, the roles and person specification are also combined in a Role Matrix format – available separately</b></p> <p><b>Who we are:</b></p> <p>The Thackray Museum of Medicine is a place that inspires people with the passion and purpose of medicine and healthcare, past present and future. We comprise collections, built heritage and a unique community. We're the UK's largest independent medical museum with a collection of over 60,000 objects, books and archives. These are exciting times to join the Museum as it re-opens following a major redevelopment to rejuvenate our galleries and improve our visitor experience. From re-opening, the Museum will be open to the public 7 days a week, 10am – 5pm. We have 11 new galleries, a café, shop, community engagement hub ('The Core'), Education centre ('The Nerve Centre') and a conference &amp; events facility. You will be</p>			

a key member of a team that understands and loves our museum and has a passion for sharing it with a diverse public <https://thackraymuseum.co.uk/>

### **Roles and Responsibilities**

Our Community Co-producer will help us to share the museum – its displays, collection and resources - with local people. We would like to get to know our neighbours in Harehills and St James’s Hospital and develop our programmes and exhibitions with and for them. Harehills is one of the most diverse and dynamic wards in the city and we have worked with several very different community groups and on projects in the past. Our ambition now is to create lasting links by including local people in making decisions about the work we do – about what the museum collects and does with those collections for example.

*Core* is a brand new space at the heart of the museum, which we will dedicate to co-creating with local people for their benefit, embedding it as a community asset in the area. This role will play a major part in establishing the space and the programmes we devise and run.

You will:

- Establish *Core* – our centre for community and co-creation working with our Volunteer Coordinator and Learning team.
- Strengthen relationships with local people who can champion the museum and help steer its future
- Establish a co-created and inclusive programme each Monday when Harehills residents will have free entry.
- Help develop inclusive access to all the museum’s exhibitions and events
- Create programmes using our skills, knowledge and collections to improve health and wellbeing and create change for good
- Facilitate the museum’s Access Panel
- Support the integrated collections, interpretation and learning department
- Assist Development Director with applications for funding

### **Key tasks and specific responsibilities:**

1. Establish *Core* – our centre for community and co-creation working with our Volunteer Coordinator and Learning team.
  - This is an exciting new space. You will help to make it as useful and accessible as possible to the local community by co-creating its use – for hire to groups, to host community partners and volunteers as well as to host our programmes.

2. Strengthen relationships with local people who can champion the museum and help steer its future. By sharing what the museum has to offer:
  - Build on existing links from recent co-creation projects to welcome local people back into the refreshed museum and get to know them better. This includes Harehills residents, those visiting and staying at the hospital and people who work here. This may involve outreach work and some work out of normal hours to accommodate visits.
  - Raise the profile of the museum in Harehills and its free entry policy for Harehills residents on Mondays
  - Find local organisations and individuals who will promote and champion the museum and who might join a group to help advise on the museum's development.
3. Establish a co-created and inclusive programme each Monday when Harehills residents will have free entry.
  - Work with museum colleagues and local people to establish timetables for use, community exhibition spaces, furnishings and decorations to bring the space to life
  - Working with local people, using your knowledge of best practice in community engagement and working to our vision, mission, planning and H&S guidelines: devise, produce, deliver and evaluate activities to benefit the local community.
  - Contribute to the promotion of activities, working with our Communications Officer.
  - Under the supervision of the Learning Manager, plan budgets and purchase resources etc to run programmes.
4. Help develop inclusive access to all the museum's exhibitions and events.
  - We recognise that there is a lot more we can do to ensure our new galleries reach the widest audiences and have plans to co-create interpreted tours, translations and digital interpretation for example.
5. To co-create programmes to improve health and wellbeing and create change for good
  - We believe we can improve visitors' *Medical Capital* – their attitudes towards and experience of, health and medicine – and our community programmes will build directly on this. All museum visits have the potential to improve people's wellbeing (NEF 5 Ways to Wellbeing) and our programmes will be based around these priorities.

6. Facilitate the museum's Access Panel
  - Continue the work of this group seeking and welcoming new participants; devising activities and ensuring they are represented in our work
  
7. Support the integrated collections, interpretation and learning department
  - Contribute to the implementation of the Thackray Museum of Medicine's strategic development plans and its core values
  - Assist in the development and management of innovative projects across collections, interpretation and learning to increase public access to and use of the collections
  - Participate in team meetings and other internal or external meetings as required
  - Contribute to the museum's marketing plan by generating social media content around activities
  - To act as an ambassador for the museum through outreach activity
  
8. Assist the Development Director with applications for funding
  - To ensure this post and our programmes are sustainable beyond the first 12 months, it is important that we seek additional funding.
  - We might ask you to contribute ideas and contacts, and fact check applications with a knowledge of best practise in community engagement work

#### **EXPERIENCE AND SKILLS REQUIRED**

##### ESSENTIAL:

Effective communicator with a wide range of audiences

Experience of working in community engagement projects

Experience of working with a diverse range of audiences and organisations

Experience of developing and delivering cultural and wellbeing programmes

Knowledge of best practice for community engagement work in cultural settings

Experience of developing, delivering and administering projects and managing budgets

Patient and flexible team player

An effective administrator able to manage multiple tasks and projects to a strict timetable

Able to inspire others, with excellent interpersonal skills

Attention to detail and commitment to high standards of work

Self-motivated with a desire to learn new skills and information

Good standard of written English

Keen to develop strong links with colleagues across the organisation to ensure the promotion of all TMM activities

**DESIRABLE:**

Knowledge of locally used languages and or BSL

Experience of working in medical or healthcare settings or with representative audiences

Experience of working in community engagement projects in the cultural sector

Experience of working with artists and other facilitators and commissioning and managing creative content

Knowledge of cultural programmes for Social Prescribing

Experience of contributing to applications for funding programmes

**ADDITIONAL NOTES**

As well as the experience and skills outlined above, we expect all of our employees to uphold the values of the Museum and to be passionate about protecting the good reputation of the Thackray Museum of Medicine.

All employees must be:

- Self-motivated, enthusiastic, and energetic
- Honest, reliable, and flexible
- Organised, confident and assertive

Finally, they must have an excellent standard of personal appearance.

This job description will be reviewed as part of the post holder's annual appraisal and is not intended to be a complete list of responsibilities.

You may be required to perform other duties within your capacity, commensurate with the general level of responsibility within the organisation.

**The Thackray Museum of Medicine is actively committed to promoting Equality, Inclusion and Diversity. We are a Disability Confident employer and welcome applications from all sections of the community.**

Reviewed By:	SM	Date:	23.02.21
Approved By:	NE	Date:	23.02.21
Last Updated By:	LE	Date/Time:	22.02.21

