



## Gunnersbury Museum and Park Development Trust & CIC Shared Purpose

### Our Vision

To make Gunnersbury an outstanding, sustainable green space, celebrating its unique heritage and providing a wide range of educational and cultural activities, events and facilities accessible to all members of the community.

### Our Mission

To conserve, manage and develop Gunnersbury Estate as a sustainable, recreational, cultural, and educational resource for the benefit of, and in partnership with, all our local communities.

### Our Values

#### We are Inclusive

We value difference and strive to be accessible and remove barriers to inclusion.

#### We are Collaborative

We pull together to achieve shared goals and ambitions.

#### We are Passionate

We are proud to care for Gunnersbury and want to inspire this same pride in others.

#### We have Integrity

We are open, honest and transparent and always conscious of our responsibilities to present the varied heritages and cultures of our communities.

#### We are Resilient

We plan for the future and adapt to meet new challenges.

#### We are Imaginative

We find creative, thought-provoking ways to reach out and connect with all stakeholders.



## How the Trust will achieve our aims:

### **Guardianship**

We undertake initiatives that preserve and protect the museum collections, historic buildings, gardens and natural habitats of Gunnersbury Estate to ensure its full value is accessible to all, and maintained into the future.

### **Sharing our Heritage**

Gunnersbury is a place for learning and discovery. We work closely with our communities to share and showcase the rich history and heritage of our local area and the people who make it special. Together, we tell the stories of the many cultures and histories that shape our community, creating a space where visitors can connect with and explore their shared past.

### **Sustainability**

We work collaboratively with specialists and partners to promote biodiversity and conserve nature, develop climate change resilience and reduce carbon consumption across the historic structures, landscape and natural environment of the park.

### **Working in Partnership**

We provide opportunities for volunteering and upskilling, collaborate with local communities and forge authentic, long-standing relationships through which we can preserve and promote Gunnersbury Park and Museum as a place for all.

### **Diversity, Inclusion, Equity and Belonging**

Everyone should feel welcome at Gunnersbury. We will remove barriers to inclusion, prioritise accessibility and ensure this is a safe space where people feel inspired by West London's rich multi-cultural aspects evidenced both in the long, rich history of this Estate, and in all that the park and buildings have to offer today.

## How the CIC will achieve our aims:

### **Social Entrepreneurship**

Creatively using business and commercial skills to underpin the financial sustainability of Gunnersbury to ensure its long-term future. We are not afraid to experiment, and to learn from our mistakes.

### **Sustainability**

We leverage heritage buildings and landscape responsibly to raise the capital necessary for the estate to respond to the changing needs of our society and climate, to regenerate its listed buildings and build biodiversity.

### **Diversity, Inclusion, Equity and Belonging**

Everyone should feel welcome at Gunnersbury. We will remove barriers to inclusion, prioritise accessibility and coordinate and manage the delivery of events and activities to maximise the benefits of Gunnersbury as a cultural, recreational and sporting facility for all.



## About us

Our founding objective as a charity is to support the preservation, conservation and interpretation of the Museum collections, historic buildings and landscape of the Gunnersbury estate for the public benefit, to advance education through the development of the museum services and to support the provision of sporting and leisure facilities for the enjoyment and benefit of all.

Gunnersbury Museum and Park Development Trust, a registered charity, manages 72 hectares of grade II\* listed parkland and 21 listed buildings and structures, in west London.

Our heritage assets are an impressive mix of 18<sup>th</sup> and 19<sup>th</sup> century buildings including a regency manor house, which is home to a one of London's largest local history museums which has Arts Council England NPO status. We're proud of our museum education and community programmes and our special exhibition reflecting the diverse histories of West London.

Our parkland has been awarded Green Flag and London In Bloom Gold and we have ambitions to become the most sustainable managed park in London, exploring ways to mitigate the impact of climate change, enhance our biodiversity and develop onsite energy generation.

We have established Gunnersbury as one of West London's premier outdoor venues for large scale music concerts welcoming international artists across all genres from pop, dance and R&B to hard rock and Indie.

Our heritage venues host weddings and celebrations as well as corporate hires, also we are regularly used as a filming location, featuring on numerous TV shows and movies.

Above all, we're committed to our role as stewards of the facilities at Gunnersbury which we manage for the benefit of the whole community.

## Diversity and Inclusion

We serve some of the most diverse areas of West London and are committed to reflecting local communities in our programming, our museum collection and our workforce.

Our Trustees and staff are determined to grow a diverse and inclusive workforce which reflects those communities we place at the heart of our work.

# Community Engagement Manager

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|------------------|--|
| Job Title:       | <b>Community Engagement Manager</b>  |
| Reports to:      | <b>Head of Museum Services</b>   |
| Responsible for: | <b>Contractors as required</b>   |
| Hours:           | <b>37.5 hours/week, covering 5 days out of 7, some evenings and weekends depending on events</b>   |
| Annual Salary:   | <b>£39,000 + benefits package</b>  |
| Location:        | <b>Gunnersbury Park and Museum, and surrounding boroughs of Hounslow, Ealing and Brent, London</b> |

## Overview of Role

Our Community Engagement Manager has a pivotal role in developing Gunnersbury Park and Museum (GPM) as an inclusive and accessible place for everyone. We are looking for a collaborative individual with strong management skills to build relationships and deliver activities in partnership with our local communities.

GPM welcomes over 1 million visitors annually and is uniquely situated in Ealing and Hounslow, two of London's most diverse boroughs. With over 160 languages spoken locally and 85% of pupils from minoritised ethnic backgrounds, we are committed to transforming how museums engage with underrepresented communities—particularly audiences who face persistent barriers to accessing traditional museum spaces.

Since our relaunch in 2018, GPM has built a strong foundation of community engagement aligned with our equity, diversity, and inclusion goals. In 2023 we were awarded Arts Council England NPO status (National Portfolio Organisation). We have established two community advisory groups – our community Youth Forum of Young Curators (YCs) and our Community Cultural Champions (CCCs) who help to shape and co-curate our programming including exhibitions and events. The Community Engagement Manager plays a vital role in supporting the development and implementation of work with these two groups including coaching individuals, supporting project delivery, and group administration.

## About You

You will be someone with experience of managing community engagement activities or programmes in a museum, heritage, charity or similar organisation. You will be confident in leading on evaluating the impact of our community programming for GPM's audiences and committed to continuously improving our offer. You will have a strong commitment to equality and diversity, with experience of developing audiences through implementing accessible and inclusive practice. You will feel comfortable working with colleagues from a range of professional backgrounds and varying levels of seniority, and similarly with the diverse cluster of communities that together are responsible for West London's vibrant culture.

You will share our passion for co-creation, and be skilled in building relationships between organisation and the communities they serve.

## Key Responsibilities

- Support the Community Cultural Champions and Young Curators to identify and deliver a range of projects including artist-led activities, co-produced exhibitions, skills development sessions, events and public programming including digital activities
- Develop regular recruitment activities to build Community Cultural Champions and Young Curators
- Provide support for members of the Young Curators to transition to Community Cultural Champions or other opportunities to engage with Gunnersbury Park and Museum
- Manage the relationship between the Community Cultural Champions, Young Curators and teams across Gunnersbury Park and Museum, identifying and building opportunities to foster connections and work between these groups and the wider organisation
- Ensure the effective administration of the Community Cultural Champion and Young Curator groups including monthly meetings, recruitment and evaluation
- Provide support for members of our Community Cultural Champions and Young Curators Forum to ensure all members feel able to fully participate in activities
- Build new, and deepen existing relationships with community groups across Ealing, Hounslow, and Brent to identify opportunities and deliver engagement activities
- Liaise with the Volunteer Manager to identify and support volunteering opportunities for our local communities
- Pilot the creation and implementation of a touring collection to serve community groups underrepresented as visitors that is supported with a range of accompanying creative workshops focused on improving wellbeing through creative activity
- Lead in planning and delivery of regular community-based programming in the museum for communities and wider audiences
- Increasing accessibility to our cultural programming through the delivery of programming to multiple locations across Gunnersbury Museum and our target communities including working with the curatorial team to deliver a yearly touring exhibition to venues across Ealing and Hounslow
- Support the Head of Museum Services in the development of GPM's approach to working with our local audiences and communities
- Support the wider Museum Services team in the development of museum exhibitions and display strategy for both the Museum and wider site, ensuring the voices of communities are represented
- Assist the Curatorial team and Archivist with developing content and themes for exhibitions, displays, and programming, and digital content and take on project management when delegated
- Collaborate with Visitor Engagement Manager to align community programming with our wider museum and parks programme
- Support the Visitor Engagement Manager to increase visits to the park and museum by working with community groups and local organisations to deliver public programming
- Manage the delivery of contractors work and freelance posts as required
- Work with the Volunteer Manager and staff across our service to plan and deliver of engagement activities associated with GPM's activities including archival and curatorial work
- Work with our Formal Learning Manager to identify ways to extend the reach of our educational activities
- Work with our Visitor Engagement Manager to embed appropriate evaluation activities across our communities programming, ensuring robust analysis and implementation of findings
- Work with our Digital Producer to develop online content relating to community programming and the work of our Community Cultural Champions and Young Curators

## General Responsibilities

- Ensure all activities are in line with organisational Health and Safety and Safeguarding policies and procedures

- Evaluate and monitor project progress against targets, providing reports to Head of Museum Services funders and key stakeholders as required
- Ensure a commitment to equality, diversity and inclusion runs through all community participation activity
- To identify and pursue funding opportunities, including grants, sponsorships, and donations
- Contribute public-facing content to our website, newsletters, and impact reporting, and look for opportunities to share case studies
- Undertake other duties which may be reasonably requested by the Head of Museum Services, and which are compatible with the overall scope and authority of the role

## Person specification

| Skills/ Knowledge/ Experience   | Essential | Desirable |
|---|-----------|-----------|
| Experience of community-based and /or co-production museum practice, heritage, charity, or similar organisation   | X         |           |
| Experience of working collaboratively to develop and deliver programming including events and interpretation activations  | X         |           |
| Experience developing activities or interpretation for family and community audiences   | X         |           |
| Experience of working with people with different access requirements, ensuring that their needs are met   | X         |           |
| Good general IT skills and confidence in utilising SharePoint, Google Docs or similar for collaborative working with external groups  | X         |           |
| Excellent written and verbal communication skills   | X         |           |
| Knowledge of best practices of working with young people, communities, and vulnerable groups  | X         |           |
| Ability to develop collaborative project methodologies to connect our key community groups to activations across Gunnersbury Park and Museum                                | X         |           |
| Excellent organisational and time management skills and the ability to prioritise tasks to meet deadlines   | X         |           |
| Self-motivated with the ability to manage own workload as well as work as part of a team  | X         |           |
| Willingness and ability to travel across Ealing, Hounslow, and Brent to meet with community partners and deliver activities   | X         |           |
| Event planning and delivery experience  | X         |           |
| Strong evaluation skills with experience of collecting and analysing data using to inform programming   | X         |           |
| Experience developing new relationships with community groups   | X         |           |
| Excellent stakeholder engagement and management skills  | X         |           |
| Experience of developing visitor-focused exhibitions or interpretive content in partnership with community groups and/or young people within a museum or equivalent setting |           | X         |
| Skills in writing inclusive text for general audiences  |           | X         |
| Experience of leading project teams and understanding of project processes  |           | X         |

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|---|--|----------|
| Experience of facilitating skills development workshops within an arts or heritage setting                                  |  | <b>X</b> |
| Experience of conducting engagement surveys   |  | <b>X</b> |
| Experience of managing the appointment of freelancers and third-party contractors and overseeing the delivery of their work |  | <b>X</b> |
| Skills in managing project budgets  |  | <b>X</b> |
| Knowledge and/or experience of programming to support audiences' health and wellbeing outcomes                              |  | <b>X</b> |

The successful candidate will be subject to enhanced disclosure from the Disclosure & Barring Service and appropriate references. Regular evening and weekend working is anticipated within this role.

### How to apply

To apply for the role of Community Engagement Manager please send your CV and a cover letter outlining how you meet the requirements of the role to [recruitment@visitgunnersbury.org](mailto:recruitment@visitgunnersbury.org) with subject: "Community Engagement Manager, [Your name]" . Applications close on Midnight 27<sup>th</sup> July 2025. Applications received after this deadline will not be considered.

It is anticipated that interviews will take place 11<sup>th</sup> – 15<sup>th</sup> August.