

Position: Engagement & Development Officer

Organisation: Heckington Windmill Trust

Location: UK, England, Lincolnshire

Job Type: Part-time (30hrs per week)

Contract Type: Fixed Term Employed Contract - 3 yrs

Salary: £26,000 FTE

Closing Date: 31st July 2022



Heckington Windmill Trust (HWT) manage and operate a unique Grade 1 Listed working 8-sailed windmill, a vibrant attraction where visitors can explore the themes of food, natural power and the history on this award-winning heritage site. The site includes a Visitor Centre & Museum, Bakehouse, Tea Room and Brewery. This thriving and dynamic attraction is a registered charity and an accredited museum, run by a diverse group of enthusiastic volunteers. Our volunteers contribute their time and skills to provide a professionally executed, fun, interesting and educational visitor experience for all.

About the Role

This position is funded, over a three-year period, by the National Lottery Heritage Fund with the potential for extension dependent on the success of the role. HWT are seeking an experienced Engagement and Development Officer to create and implement an Audience Development Plan that targets the widest possible audience, bringing additional revenue and visitors to Heckington Windmill through site promotion and a series of events and activities. Central to the role, you will work with and support a dedicated team of existing volunteers, building on their skills, and developing their roles further. Working with Volunteer Team leaders, you will co-ordinate the day to day operation of the windmill site and its activities, ensuring that the site is run effectively, efficiently and safely. Recruitment and training of new volunteers from in and around the local community is an important part of this role, including marketing and promotion of the windmill, its activities and events. The windmill and site is currently open on Friday, Saturday and Sunday during the year and for 2 additional days during the school summer holidays.

About You

- You're a highly motivated experienced events organiser, confident in planning and delivering activities within a budget and, in addition, have strong administration and computer skills
- Having extensive experience of the heritage and cultural sector, visitor services and audience development, you'll be looking for an opportunity to further develop a flourishing visitor attraction and enterprise
- You'll have a strong business acumen, able to problem solve, be reactive, and forward thinking
- Have great interpersonal skills that you can adapt to different situations: co-ordinate, engage, inspire, support and empathise with staff, volunteers and the public
- You're within easy traveling distance of Heckington Windmill
- Able to work in a day-time role that includes occasional evenings and most weekends (one weekend off in a month)

Please see the full job description for more detail (this can be viewed on our website or can be emailed to you).

To Apply: Please send your CV plus a covering letter (no more than 2 sides of A4) outlining your relevant experience and interest in this role.

Send to admin@heckingtonwindmill.org.uk

Heckington Windmill Trust, Hale Road, Heckington, Sleaford, Lincolnshire, NG34 9JW
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