



Information For Applicants

Job Title: Activities & Community Engagement Officer (Part-Time, Fixed Term Contract to August 2026)

Location: St Osyth, Tendring, Essex/ Hybrid

Salary: £17,500 per annum (21h/week)

Closing date for applications: 17th July 2025

Form of Response: CV & covering letter

Contact: tenders@stosythpriorytrust.org.uk

About St Osyth Priory

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed in 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large-scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here. On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargeant family, in 1999. It is part of the Historic Houses Association but is privately owned by the Sargeant family.

The site is now used for events, occasionally open for walking tours, and there is an Education Centre on-site that welcomes school visitors to the site.

St Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long-term and viable future that engages with the community and brings new economic prosperity to the local area.

The St Osyth Priory and Parish Trust were formed to restore selected buildings on the site, with a view to them then being leased to private operators as a source of income. The first phase of works is concentrated on the restoration and conversion of the Grade II* Tithe Barn and Grade II Old Dairy buildings. The vision is that these buildings will deliver a wedding and venue that can be leased and potentially run by a private operator - with the buildings used by the community to meet the Trust's charitable purposes when not rented out commercially.

The Trust has been granted a Development Grant from The National Lottery Heritage Fund and seeks support from a Community Engagement Officer to develop and strengthen our relationships with potential partners and key community groups to ensure that our emerging activity plans are co-created and targeted to meet local community and audience needs.

Job Description

Job Title: Activities & Community Engagement Officer (Part time, Fixed Term Contract to August 2026 when funding is paused whilst we await the decision on The National Lottery Heritage Fund application)

Location: St Osyth Priory, Essex

Reports To: Education Manager

Job Purpose: This post will play a key role in assisting in the development, management and delivery of St Osyth Priory and Parish Trust's outreach to local communities. St Osyth Priory and Parish Trust view this outreach to be of particular importance due to its proximity to Jaywick/ Clacton, the third most deprived town in the country; it is viewed as a priority to improve outreach and engagement to support these local communities.

Overview

Working closely with the Education Manager, this role will support the St Osyth Priory and Parish Trust education and engagement ambitions. The successful candidate will provide day to day support to the Education Manager and assist in planning, supporting and delivering activities from the action plan - most importantly developing relationships and partnerships within local communities as part of The National Lottery Heritage Fund project. This role forms part of the wider Development team. The post holder will report to the Education Manager during the Development Phase.

We anticipate the Activities & Community Engagement Officer working closely with the Activity Planner and Evaluation, Economic and Social Value Consultant in the Development Phase.

General Tasks

Community Engagement

1. Ensure delivery of St Osyth Priory's community engagement and activity plan.
2. Develop relationships with people and community groups, identify needs, implement programmes that meet those needs, and find and coordinate project delivery partners as the lead facilitator for a variety of community engagement projects (art organisations or 3rd sector groups)
3. Work with the Education Manager to create engaging, inclusive participatory activities and events that allow marginalised voices and opinions to be heard, action plans to be developed, and participants to feel respected, challenged, safe, and empowered.
4. Monitoring, evaluating & recording social & economic impact of each project.

5. Working to ensure that the Priory has accurate information about our activities and how we are meeting The National Lottery Heritage Fund and matching funder criteria, as well as reporting on how the new building(s) and programme can best satisfy local needs.
6. Work alongside and sharing information with the Activity Planning Consultant and Business Planning Consultant to ensure findings of activities and consultation are incorporated into The National Lottery Heritage supporting documents.
7. Provide briefing information to the Trust and Project Team and review and provide comments on design proposals and reports as required.
8. Developing strong and meaningful relationships with diverse community members, including a group of community champions
9. Responding to community questions quickly and confidently
10. Creating reports on engagement activities, including insights that illustrate the impact on the community and audiences.

Communications

1. Where required, input into cross-locality and cross-organisational working groups to support wider organisational objectives.

Performance Management

1. To be alert to and manage risk effectively in all locations.
2. To adhere to all lone working policies and risk assessments provided for you by St Osyth Priory and Parish Trust
3. To actively take part in any required mandatory training.
4. To operate within clear professional boundaries and work within St Osyth Priory & Parish Trust's Staff Code of Conduct.
5. To operate within the Behaviours Framework embedded across the organisation.
6. To implement and adhere to St Osyth Priory & Parish Trust's Policy and Procedures at all times.

Involvement

1. To actively encourage a culture of involvement and inclusion of all in the work and life of St Osyth Priory & Parish Trust.

2. As required, engage in wider involvement opportunities and activities of St Osyth Priory & Parish Trust.

Development Phase – RIBA Stage 2 & 3

- 1 Delivery St Osyth Priory's community engagement and pilot activities, focus groups and consultation.
- 2 Develop relationships with people and community groups, identify needs, implement programmes that meet those needs, and find and coordinate project delivery partners as the lead facilitator for a variety of community engagement projects (art organisations or 3rd sector groups)
- 3 Work with the Education Manager and Activity Planner to create engaging, inclusive participatory pilot activities and events that allow marginalised voices and opinions to be heard, action plans to be developed, and participants to feel respected, challenged, safe, and empowered.
- 4 Work with the Education Manager and Activity Planner to create engaging, inclusive participatory activities and events for the delivery phase.
- 5 Work with Evaluation Consultant to develop evaluation formats for activities and events.
- 6 Monitoring, evaluating & recording social & economic impact of pilot activities.
- 7 Working to ensure that the Priory has accurate information about our pilot activities and how we are meeting The National Lottery Heritage Fund and matching funder criteria, as well as reporting on how the new building(s) and programme can best satisfy local needs.
- 8 Work alongside and sharing information with the Activity Planning Consultant and Business Planning Consultant to ensure findings of activities and consultation are incorporated into The National Lottery Heritage Fund supporting documents.
- 9 Provide briefing information to the Trust and Project Team and review and provide comments on design proposals and reports as required.
- 10 Developing strong and meaningful relationships with diverse community members, including a group of community champions, where possible, set up partnership agreements or agreements in principle and collate letters of support for the Delivery Phase submission to The National Lottery Heritage Fund
- 11 Responding to community questions quickly and confidently
- 12 Creating reports on engagement activities, including insights that illustrate the impact on the community and audiences.

13 Take part in meetings and workshops as required.

14 Take part in Development Phase evaluation.

Other

1. Attend and participate in training courses as directed.
2. Maintain confidentiality at all times.
3. Take a positive and active part in the appraisal/review system.
4. Uphold and have sympathy for the Trust's vision and values.
5. Ensure awareness and observance of policies and procedures.
6. Any other duties necessary for the smooth running of St Osyth Priory and Parish Trust.
7. This job description will be subject to regular review and amended if necessary to meet changing needs.

Person Specification

General (Preferred)

1. Excellent written and oral communication skills including the ability to give confident and persuasive public presentations.
2. Ability to design and deliver meetings and workshops to achieve specific outcomes.
3. Ability to adapt scientific and technical information to the needs of audiences.
4. Confident and effective in building relationships with different stakeholders and maintaining a strong network of contacts.
5. Excellent planning and organisational skills with the ability to effectively time manage complex projects.
6. The ability to work unsupervised, providing timely evaluation and reports on activities carried out.
7. Ability to organise oneself, and possibly volunteers, in order to meet stringent delivery deadlines.

8. Good technical skills and use of Microsoft packages
9. A positive and energetic attitude
10. A willingness to work evenings and weekends as required.

Other Specifications and Skills

1. Prior experience of developing and delivering heritage activities.
2. Work in accordance with the Health & Safety at Work Act and at all times in accordance with the Trust's policies and procedures.
3. To represent the Trust and develop relationships with key partners and external organisations.
4. To contribute to the development of fundraising initiatives across the Trust and ensure our charitable work is well articulated and communicated.
5. Support and be involved in engagement activities with our communities and staff.
6. To carry out such duties as may be required from time to time by the Trust that are appropriate to the grade of the post.
7. To support the Project Manager, Project Coordinator and Grants and Administration Consultant in completing project evaluations and progress reports for The National Lottery Heritage Fund and match funders, as required.

Development

1. Attend and participate in regular one-to-one line management supervision meetings.
2. Maintain an understanding in current interpretation best practice and have an active participation in sector networks.
3. To be responsible for own personal and professional development, to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the line manager, to ensure that an effective service is provided.
4. To maintain knowledge and keep abreast of change in policy, practice and relevant legislation and inform the line manager of these changes.

Projects

1. To undertake from time to time as required that may not fall under any of the tasks listed above.

Equality and Diversity

1. To act in accordance with St Osyth Priory and Parish Trust's equality,

diversity and inclusion policy and procedures, to ensure that the organisation is compliant with legal and regulatory requirements.

Values

1. To ensure all policies, procedures and working practices within the service area support the values of the organisation.

Terms and Conditions

Pay:	£17,500 per annum dependent on experience
Hours:	3 days per week (21 hours)
Contract:	Fixed Term until August 2026
Annual Leave:	25 days per annum pro-rated plus Bank Holidays
Notice Period	3 months
Conditions of Appointment:	Satisfactory references and satisfactory DBS check. Following Delivery Phase submission to The National Lottery Heritage Fund there will be a pause on the project whilst the Trust await a decision. If successful, this post will recommence in RIBA Stage 4.

Sites:	Based at St Osyth, Essex; home working may be agreed for some of the working week
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