

Job Title: Engagement Officer: Sounds of the Midlands

Grade: 6

Salary: £33,002 to £37,694 per annum, pro-rata

Department: Library and Learning Services

Hours/Contract: Part-time, (0.6 FTE, 22.5 hours per week) fixed term contract till 28 February 2027 with the possibility of extension based on funding approval

Job Family: Management and Administration

Reference: 13526

Role Purpose

The Engagement Officer will lead the development of the Activity Plan for Sounds of the Midlands, a major sound heritage project funded by The National Lottery Heritage Fund. The project will digitise and interpret thousands of at-risk audio recordings, engaging diverse communities across the Midlands.

This role requires initiative, judgement, and the ability to work independently to resolve operational challenges. The Officer will plan and prioritise their own workload, contribute to resource planning, and act as a key contact for learning and engagement processes.

They will advise internal and external stakeholders, deliver specialist services, and ensure high-quality, inclusive engagement aligned with Heritage Fund outcomes.

Main Duties and Responsibilities

Activity Plan Development

- Lead the creation of the delivery phase Activity Plan for the Sounds of the Midlands project, in line with The National Lottery Heritage Fund guidance.

Research and Consultation

- Undertake desk research to benchmark current levels of engagement with sound heritage by different audience groups
- Conduct stakeholder consultations, including with community groups, heritage organisations, schools and current users of sound archives
- Ensure that underrepresented audiences are included in stakeholder consultation
- Research best practices in heritage learning, sound interpretation, and public engagement
- Analyse audience data and engagement needs, identifying gaps and opportunities for participation

Communication and Collaboration

- Advise the Project Board on learning and engagement strategy.
- Act as the main point of contact for activity planning within the project team, including liaising with project partners



- Contribute to project documentation and reporting for funders and partners.

Development phase activities

- Lead on the delivery of development phase engagement activities in the East Midlands by coordinating and managing a small grant scheme aimed at local arts, culture and heritage organisations

Internal and External Relationships

Internal

Working with the Project Manager, Project Board and other members of the Library's Archives & Special Collections team to ensure the efficient and effective delivery of the project.

Attending and providing input to regular project meetings.

External

Regular contact with project partners and other stakeholders.

To work with freelancers, volunteers, community groups, and others to ensure that the target audiences have suitable opportunities to engage with the project.

Contact with the National Lottery Heritage Fund.

Planning and Organising

There is considerable autonomy and expectation to organise, prioritise and manage own work and that of project staff and volunteers, guided by monthly meetings with the Archives & Special Collections Manager.

Qualifications, Knowledge and Experience

Essential

- Experience in developing and delivering public engagement or learning programmes*
- Experience working with diverse communities and underrepresented groups*
- Experience of effectively communicating with and managing a range of stakeholder relationships*
- Understanding of audience development and engagement strategies*
- Knowledge of The National Lottery Heritage Fund strategy and funding priorities*
- Experience of activity planning for projects funded by The National Lottery Heritage Fund*

Desirable

- Degree-level qualification or relevant equivalent experience*
- Experience of the Heritage Fund projects
- Commissioning or managing freelancers





- Understanding of the history and heritage of the English Midlands

Skills, Abilities and Competencies

Essential

- High level of time-management skills
- Excellent oral and written communication skills
- Strong research and analytical skills, including audience research
- Excellent digital skills
- Commitment to Equity, Diversity and Inclusion
- Ability to design and facilitate consultations or workshops
- Project management skills
- Ability and willingness to travel within the Midlands in order to represent the project
- Ability to work with some flexibility, occasional evening and weekend work may be required.
- The ability to work both independently and as part of a team

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values





Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

