



**PUBLIC ENGAGEMENT OFFICER
(Three year fixed term appointment)**

FURTHER PARTICULARS

Applications are invited for the post of Public Engagement Officer for the History of Parliament. The post is offered for a fixed term of three years. The postholder will support the Director and Assistant Director in promoting the work of the History of Parliament through social media and the History's website, developing its contacts with schools and universities, and its growing programmes of events and activities aimed at audiences within Parliament and outside it. The postholder will have principal responsibility for managing and developing social media and website content, and will contribute to the further development of the website; to the development of a new strategy for public engagement; to the preparation of funding bids (including to the Heritage Lottery Fund) for new engagement projects; and to the development of new engagement activities, including work with the voluntary and education sectors.

The History of Parliament is one of the largest and most comprehensive research projects in British history. Funded by both Houses of Parliament, and governed by a Trust composed largely of members and officers of both Houses, it researches and publishes an authoritative record of everyone who has been a member of Parliament. All of its work published up to 2010 is available on The History of Parliament Online website:

<http://www.historyofparliamentonline.org/>

Salary: £27,407 per annum (inc LW of £2,134)

Term: fixed term, three years

The post carries eligibility to join the Universities Superannuation Scheme. Annual leave is 30 working days excluding public holidays and dates in line with the closure of the Senate House offices of the University of London. The post will be based at 18 Bloomsbury Square. The post-holder should reside within reasonable travelling distance of the office.

Job Description

Reporting to: Assistant Director

Responsibilities:

JOB AREA	WORKING WITH	RESPONSIBILITIES
Social Media	Assistant Director/ All staff	Management of HPT social media accounts, including commissioning/writing content for HoP blog, and managing Twitter and Facebook accounts; contributing to the development and implementation of a new social media strategy
Website	Assistant Director/All staff	Management and development of content for History of Parliament online; auditing and updating existing content and supporting further technical development, liaising with developers on design of content management system and advising on content, editorial requirements.
Education	Director/Assistant Director	Work with Director and Assistant Director on the development and implementation of new engagement activities, including work with volunteers and schools. Development and management of HoP's annual schools and dissertation competitions.
Events	Director/Assistant Director/All staff	Help to initiate, and to be responsible for planning and execution of events in which the History of Parliament is involved, including the annual lecture, conferences, seminars, workshops and any fundraising events, collaborations with external academic or other partners.
Publicity	Assistant Director, Publishers	Writing/commissioning appropriate publicity material for the History and its products as necessary and where appropriate in collaboration with the History's publishers.
Projects	Director/Assistant Director/All Staff	To assist with developing, bidding for and carrying out other engagement projects (e.g. HLF funded projects), including work with volunteers and schools
Media	Director/Assistant Director	Helping to develop and manage appropriate contacts with media.
Miscellaneous	Director	Other tasks, as may be required by the Director, that contribute to the work of the History as a whole, including responding to external enquiries, and assisting on special projects as may arise.
	Assistant Director	Keeping accurate and up-to-date records of progress, and reports, maintain good relationships with all project partners.
		Taking a share, along with other staff, of routine reception and administrative duties.

Person Specification

JOB AREA	ESSENTIAL	DESIRABLE
All	<i>Interest in and broad knowledge of British History First degree in History, Politics or related subject Sensitivity to need for political balance and neutrality Experience and understanding of academic environment High levels of accuracy and attention to detail Ability to work with academic and parliamentary colleagues Excellent organisational and management skills and the ability to meet deadlines</i>	<i>Higher degree in History, Politics or related subject</i>
Social Media/Website	<i>Experience with managing personal social media accounts Understanding of use of social media to achieve impact for academic projects</i>	<i>Experience with managing and growing audiences on non-personal social media accounts Experience with working with website developers and basic website editing/design, e.g. design of wordpress sites, using CMS and basic HTML</i>
Writing skills	<i>Ability to write and edit text to high standards and to a range of audiences (academic, parliamentary, the general public)</i>	<i>Experience in developing content for website Body of published work</i>
Education		<i>Knowledge of school curriculum in history/citizenship or experience with education in a heritage context</i>
Events	<i>Previous experience organising events, personally or professionally</i>	<i>Experience in organising larger academic or similar events (e.g., seminars, conferences, etc.)</i>
Publicity/Media	<i>Ability to write engaging material for public audiences while respecting academic values</i>	<i>Skills in design of publicity material Experience in dealing with print/broadcast media</i>
Projects		<i>Project experience as a manager or volunteer Experience in managing academic or other projects</i>

APPLICATIONS

Please complete the application form overleaf and send it together with your current CV and a covering letter explaining your suitability for the post by email to atucker@histparl.ac.uk or by post to: Adam Tucker, Office Manager, History of Parliament, 18 Bloomsbury Square, London WC1A 2NS to **arrive by Friday 1st December 2017.**

Interviews will take place on Thursday 14th December 2017. Shortlisted applicants will be contacted by the end of Wednesday 6th December 2017 and will be asked to make a short presentation to the interview panel, and may be asked to undertake a short written exercise.

If you have not been contacted by then, your application will have been unsuccessful.

If you have any queries, please contact atucker@histparl.ac.uk

Application Form

Please complete the form in full using black ink or type. Attach an up-to-date Curriculum Vitae

Post applied for Section

Where did you learn of this vacancy?

PERSONAL DETAILS

Surname Title

First names Telephone:

Full address Home

Work

Mobile

Email

Do you need permission to work in the UK? Yes No

If yes, please give details

EMPLOYMENT HISTORY

Name and address of employer	Dates (month and year)	Position held
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Current salary

Notice required

HEALTH

Do you have any disabilities that might affect your application?

Yes No

Please tell us if:

- a. there are any reasonable adjustments we can make to assist you in your application;
- b. there are any reasonable adjustments we can make to the job itself to help you carry it out.

REFEREES

Please give names and addresses of two academic referees stating current post and capacity by which known to you. **Please indicate whether we may contact each referee prior to interview*

1. Name	<input style="width: 300px; height: 20px;" type="text"/>	
Address		Tel <input style="width: 150px; height: 20px;" type="text"/>
Post		Fax <input style="width: 150px; height: 20px;" type="text"/>
Capacity		Email <input style="width: 150px; height: 20px;" type="text"/>
		*Contact? <input style="width: 150px; height: 20px; text-align: center;" type="text" value="Yes/No"/>

2. Name	<input style="width: 300px; height: 20px;" type="text"/>	
Address		Tel <input style="width: 150px; height: 20px;" type="text"/>
Post		Fax <input style="width: 150px; height: 20px;" type="text"/>
Capacity		Email <input style="width: 150px; height: 20px;" type="text"/>
		*Contact? <input style="width: 150px; height: 20px; text-align: center;" type="text" value="Yes/No"/>

I hereby declare that the information given in this application is true to the best of my knowledge and belief and may be used for the purposes of processing my application. I understand that it is subject to the Data Protection Act 1998 and will be treated as confidential and not revealed to any unauthorised source.

Signed		Date	
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failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal