



Community Engagement Co-ordinator for *Selby Abbey: The Origin Stories*

Join the team at Selby Abbey and become part of a landmark heritage project to secure the future of this Grade I listed church.

Type: Fixed term (2 years), 22.5 hours per week / 0.6 FTE

Salary: £16,200 p.a. (£27,000 pro rata)

Reports to: Operations Manager

Location: Selby Abbey, North Yorkshire

Closing Date: 17:00 Sunday 7th September 2025

Interviews: Week commencing 15th September 2025

About the *Origin Stories* project

Selby Abbey: The Origin Stories is a transformational £1.5 million initiative funded by The National Lottery Heritage Fund. Running from June 2025 to October 2027, the project will secure the future of our Grade I listed Abbey through vital restoration and a wide-reaching public engagement programme.

The opportunity

Key to the successful delivery of the *Origin Stories* project will be the integration of community stakeholders from a range of backgrounds into new activity at the Abbey. The project activity plan outlines multiple opportunities for collaboration and creativity to attract volunteers and new audiences, as well as engaging the Abbey's existing volunteer team, local schools and other learning groups, youth groups and more.

Purpose of role

To lead on delivering, co-ordinating and reporting on the *Origin Stories* project community engagement activity. As part of this work, the Community Engagement Co-ordinator will build partnerships with community organisations to support ongoing joint working. They will also build relationships with schools and introduce a new education visit model. The postholder will work closely with the Operations Manager, the *Origin Stories* Project Manager, and a voluntary Community Engagement lead (to be appointed) who will be in a position to support ongoing community engagement work post-project.

Key responsibilities

- Develop partnerships with local stakeholders, including schools and community groups
- Liaise with local creative practitioners
- Create resources for activities at Selby Abbey

- Support the Volunteer Co-ordinator to enhance existing volunteer policies and procedures and assist in recruiting, training and supporting volunteers
- Work with the Volunteer Co-ordinator and wider staff team to understand the level of volunteer commitment required for operational activity, for events and public engagement
- Work with the Heritage Volunteers to develop interpretation and outreach activity
- Develop the recommendations provided in the Abbey's recent Education Review, including supporting the development of resources, workshops and the recruitment of freelance educators
- Report to the *Origin Stories* Project Manager and PCC as required
- Attend project team meetings and staff meetings as required
- Promote the project by overseeing the development of content for the project webpages, publishing online and social media content on a regular basis, and by promoting activities and training sessions through printed material, online and via the press
- To act as an ambassador and advocate for the *Origin Stories* project
- Support compliance and ensure safe working, including risk assessments for public and volunteer activities, permission forms for use of photographs, images etc.
- Maintain records of participation and evaluation to enable feedback to the NLHF
- Assist with audience development and with marketing and promotion of the Abbey and the learning programme
- Support the project evaluation
- Undertake training as required.

Knowledge and Experience

Essential

- Experience in leading the delivery of community engagement initiatives in a heritage or museums setting
- Experience of partnership building and collaborative working in community engagement
- Knowledge of relevant policies and legislation, including those relating to health and safety, safeguarding, equality, disability and data protection.

Desirable

- Experience in delivery of schools programmes in a museums or heritage setting
- Experience of working with a volunteer team.

Person Specification

- Strong organisational and communication skills
- Ability to manage a varied workload
- Ability to work flexibly, including evenings and weekends
- A passion for history, heritage, and community impact.

How to apply

For an application form and more information please go to our website –

<https://www.selbyabbey.org.uk/>

Apply now and help bring the *Origin Stories* project to life.