

Community Engagement Co-ordinator Candidate Pack



harewood.org



ABOUT HAREWOOD

Harewood House Trust is an educational charity which engages nearly 250,000 visitors every year through our three outstanding collections – art, garden and living – with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

We actively celebrate and collaborate with a diverse range of individuals and groups to ensure that Harewood is an ally for audiences, artists and collaborators who have faced discrimination and inequality, breaking down barriers to ensure Harewood is as inclusive as possible for all of our audiences.

In 2025, we introduced a Community Access Membership to enable wider audiences to visit and engage with Harewood's stories. To help those for whom cost may be a barrier to visiting, we also offer an Access+ ticket which provides entry at a reduced price for those who are eligible.

In 2023, we published our 10-year vision which set out our strategy for the growth and enhancement of Harewood House and its gardens and grounds. The vision identifies several proposals intended to protect and enhance Harewood House as a nationally significant cultural organisation as well as grow and develop the site as one of Yorkshire's most important visitor attractions. A major part of our vision is our project, 'Reimagining our Landscape', that as well as bringing buildings back into use and improving visitor facilities, which interpret our history in new ways. We want to engage local communities and groups in the project as it develops.

Community Engagement Co-ordinator - Part Time

Responsible to People Manager

Contract Permanent

Hours 16 hours per week - ideally over 3 days, however open to discussing start and end times for work. Some evenings, weekend and Bank Holiday work will be expected for this role.

Salary £11,200 per annum pro-rata (Full time equivalent £28,000 per annum)

JOB SUMMARY

As Community Engagement Co-ordinator, you'll be pivotal to strengthen Harewood's connections with local communities, while widening access for new and under-served audiences.

Working collaboratively across Harewood, you will develop and deliver inspiring, community centred projects and help to break down barriers to access and inclusion, thoughtfully navigating Harewood's complex history and contributing to a more inclusive and representative future.

This is a rewarding opportunity for a pro-active and people-focused individual who wants to work in the area of collaboration, creativity and social impact by helping us to shape Harewood as a place for everyone.

MAIN PURPOSE OF THE ROLE

You will join a highly motivated team which is re-defining the country house in the 21st century and engaging new audiences and communities to ensure Harewood's exciting future.

As Community Engagement Co-ordinator, you will play a key role in strengthening Harewood's links within the local community, as well as widening the deepening relationships with both new and existing audiences. You will work to break down barriers to inclusion and access at Harewood, navigating and addressing Harewood's challenging history, with an ambition to ensure Harewood is a place for everyone.

You will work closely across a number of teams, supporting with the delivery of current Audience Engagement funded projects and the Reimagining our Landscape project and initiating and managing new and exciting community projects across the organisation.

KEY RESULTS AREAS

Community Engagement

- Build and strengthen Harewood's link within local communities.
- Develop and deliver a programme of community-centred projects at Harewood, including on site workshops, group visits, outreach sessions and community events.
- Play a key part in promoting Access+, our low cost admission ticket introduced for people in receipt of Universal Credit, Pension Credit, Income-related Employment and Support Allowance (ESA), Income-based Jobseeker's Allowance (JSA), Child Tax Credits (CTC), Working Tax Credits (WTC), Income Support or hold Refugee Status.
- Promote and manage Harewood's Community Access Membership, our new low-cost membership for charitable organisations representing under-served groups and deliver membership benefits to members.
- Establish a database of community links and create a network of community organisations who actively engage with Harewood.
- Undertake research and development work to inform future projects and to understand local communities and their needs.
- Support the development of a long-term Audience Development Strategy for Harewood, helping to determine Harewood's key priorities around audience engagement.
- Work closely with the Development Team and support the bid-writing, delivery and evaluation of funded community engagement projects.
- Work closely with Reimagining our Landscape project team and support the delivery of focus groups and research with our community partners.
- Work with the Volunteer Co-ordinator to explore opportunities for community participation and engagement through volunteering.
- Contribute to Harewood's Equality, Diversity and Inclusion Working Group.
- Produce effective reporting and statistical information on community engagement to support evaluation and future projects.
- Be an advocate for Harewood and a champion for access and inclusion.

General

- Manage and track designated budgets for the community engagement programme.
- Work with the Marketing & Audience team to ensure community engagement programmes are successfully promoted/documented.
- Uphold Harewood's values & adhered to all Harewood House Trust Policies and procedures.
- Work flexibly to meet the needs of a wide variety of audiences.
- Work co-operatively as part of a team to and support colleagues.
- Actively contribute to the successful achievement of departmental and charity-wide goals.

PERSON SPECIFICATION

Essential = E, Desirable = D

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| Proven experience of community engagement work | E |
| Excellent communication and interpersonal skills, confident and a diplomatic communicator with community stakeholders, with the ability to adapt depending on the audience. | E |
| Ability to build and maintain meaningful relationships | E |
| Demonstrates a commitment to equality, diversity and inclusion | E |
| Strong organisational skills and project management skills, overseeing projects from inception through to evaluation. | D |
| Passionate about audience engagement and making cultural institutions like Harewood, accessible to everyone. | E |
| Pro-active, creative, able to show initiative and resourcefulness in terms of ideas and programme development | E |
| Good written and numeral skills | E |
| Highly motivated and enthusiastic individual | E |
| Experience and ability to work in a team, as well as on their own and have a collaborative and open demeanour | E |
| Experience of managing a budget effectively | D |
| The ability to research, identify, contact and liaise confidently with external stakeholders. | E |
| Excellent time management skills, the ability to work simultaneously across multiple projects, working efficiently to deadlines. | E |
| A full, clean UK Driver's licence | E |
| An understanding of safeguarding, working with children, young people and vulnerable adults | D |
| Experience of monitoring and evaluating projects and producing reports | D |

OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



CONTRACT TERMS & BENEFITS

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| Contract | Permanent, part-time hours |
| Probation period | 6 months |
| Notice after probation period | 1 month |
| Annual leave entitlement | The equivalent of 25 days plus bank holidays, rising by a day after each year of service in your first three years up to 28 days (pro-rata for part-time employees) |
| Location | <p>Harewood House Trust, Harewood, Leeds, LS17 9LG.</p> <p>Harewood is 7 miles outside of Leeds and accessible by public transport: goodjourney.org.uk/attraction/harewood-house/</p> |
| Employee benefits | <p>Enhanced maternity, paternity and adoption entitlements;</p> <p>Enhanced sick pay entitlements;</p> <p>Employee Assistance Programme;</p> <p>Death in Service benefit scheme;</p> <p>Access to complimentary passes for other Treasure Houses of England + Yorkshire's Great, Houses, Castles & Gardens properties;</p> <p>Staff discount in onsite cafés + retail outlets;</p> <p>Vouchers for a free eyesight test for Display Screen Equipment users;</p> <p>Free parking.</p> |
| Pre-work checks | <p>Two satisfactory references</p> <p>Evidence of right to work in the UK</p> <p>The postholder will be required to undergo a satisfactory DBS Check in accordance with the responsibility of the role (Enhanced), which is paid for by HHT.</p> |

FURTHER INFORMATION

If you would like an informal discussion about this role, please contact Lou Best, People Manager at Recruitment@harewood.org

NEXT STEPS & HOW TO APPLY

Please submit an [application form](#) and an [equality and diversity monitoring form](#) before the closing date to recruitment@harewood.org. If you require the forms in an alternative format, please get in touch.

Harewood House Trust is a [Disability Confident Employer](#) and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration, or if you require any reasonable adjustments for any part of the recruitment process, please let us know.

Closing date: 16th February at 9 am.

HOW WE INTERVIEW

- All candidates and applications will be considered and responded to within a reasonable time frame.
- We encourage all candidates to apply and make the interview process accessible according to different candidates' needs.
- Interviewers will give their pronouns during the introductions.
- After the interview, we will provide feedback to unsuccessful candidates within a reasonable time frame.

Thank you for reading this pack. We look forward to hearing from you!



For more information please contact
Lou Best
People Manager
recruitment@harewood.org



HAREWOOD

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Photo credit Tom Arber