

# Community Heritage Project Officer (Part-Time)

**Location:** Sandwich Bay, Kent (home-based, with regular site visits)

**Hours:** equivalent of 3 days per week (flexible, including evenings and weekends as needed)

**Contract:** Fixed term – 3 years

**Salary:** £15,000–£18,000 per annum (£25k–£30k FTE), depending on experience

**Closing date:** 24<sup>th</sup> June 2026

## Overview

The Nautical Archaeology Society (NAS) is seeking an enthusiastic and community-focused individual to lead an exciting new National Lottery Heritage Fund project *Coastal Past - Connecting Community with Coastal Heritage at Sandwich Bay* aimed at developing and mentoring a self-sustaining local heritage volunteer community group in Sandwich Bay, Kent. This group will be dedicated to the research, recording, and communication of the area's rich maritime and environmental heritage. The NAS has been investigating this site for eight years and already has an archive of archaeological records as well as significant local connections to individuals and relevant organisations.

This role is perfect for someone who thrives on bringing people together, values co-creation and community ownership, and can turn collective enthusiasm into structured, impactful activity. You will coordinate existing local interest, foster new involvement, and build a self-sustainable group structure that will outlive the life of the funded project.

## Key Responsibilities

- **Community Group Development:**
  - Build and facilitate the formation of a self-governing heritage volunteer community group.
  - Identify and train volunteers to take on roles such as Chair, Treasurer, Secretary, and Outreach Lead.
  - Foster inclusive participation from diverse community members.
- **Project Coordination & Co-Creation:**
  - Co-develop with the local community a programme of activities based on community interests, including:
    - Guided low-tide walks
    - Heritage and beach-monitoring sessions
    - Talks, exhibitions and school outreach

- Research, archival investigations and digital storytelling
  - Support development of digital access to the beach and its heritage.
  - Coordinate logistics for events, fieldwork and volunteer activities.
- **Communication & Stakeholder Liaison:**
  - Serve as the main point of contact between local volunteers, the NAS, and other partners and stakeholders.
  - Build relationships with government, local councils, public agencies, conservation groups, businesses, and local educational institutions.
  - Represent the group at local festivals and events.
- **Training & Capacity Building:**
  - Organise and sometimes deliver training in areas such as heritage recording, volunteer management, and public engagement.
  - Mentor volunteers in fundraising and sustainable group governance.
- **Monitoring & Evaluation:**
  - Track project outcomes and volunteer participation.
  - Support external evaluators with data and community feedback.
- **Sustainability Planning:**
  - Support the group in identifying funding opportunities and developing a sustainable financial resource model.

## Person Specification

### Essential:

- Experience working with volunteers or community groups
- Strong organisational and time management skills
- Ability to manage flexible and sometimes irregular working patterns
- Confident communicator across a range of audiences
- Creative thinker with a proactive and adaptable attitude
- Basic familiarity with the heritage and / or environmental sectors
- Strong interpersonal skills
- IT literacy

### Desirable:

- Knowledge of Kent's local history and geography
- Experience managing or being involved in co-created or participatory projects

- Familiarity with heritage recording and/or digital interpretation tools
- Fundraising and/or small group governance experience
- Familiarity with social media campaigns and content creation

#### **Other Requirements**

- Based within logistically feasible reach of Sandwich Bay or the willingness to move
- Willingness to work outdoors in variable weather
- Occasional travel and weekend/evening work required
- DBS check (to be arranged by NAS)
- Clean UK driving licence and own car

#### **To apply**

Send your CV and a cover letter (maximum 2 pages) to [education@nauticalarchaeologysociety.org](mailto:education@nauticalarchaeologysociety.org) by 24<sup>th</sup> June 2026. The cover letter should summarise your previous experience that is relevant to this job, and explain why you would be a good fit for this position.