



Job Description – Outreach Officer (Part-Time)

Position: Outreach Officer

Organisation: The Keep Military Museum, Dorchester, Dorset

Job Type: Part-time – including occasional weekends.

Contract Type: Fixed Term – 12 Months (14 hours per week)

Salary: £12.60 per hour

Supervised by: Visitor Experience Manager

Location: Dorchester (DT1)

Background

The Keep Military Museum aims to become the one of the leading museums in the south west, inspiring the public by describing the history of war and conflict through the experience of the soldiers of Devon and Dorset and their families and communities. Unfortunately, the museum has been closed to the public since the end of 2024, due to issues with The Keep building. The Museum has recently received a National Lottery Heritage Fund grant to concentrate on resilience until the museum reopens in 2026. The museum has recently received funding from The National Lottery Heritage Fund to undertake a Resilience Project during this period of closure.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Resilience Project, of which this role is a part of, is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to create this position in support of this project.

Purpose

As Outreach Officer, your work will focus on supporting the Visitor Experience Manager in running a quality, welcoming and sustainable outreach programme. This includes working with staff and volunteers to develop and administer a pop-up museum and touring exhibition, whilst The Keep is closed. Reporting to the Visitor Experience Manager, you will be responsible for overseeing the currently limited Education and Learning offer, including the Young Historians group. This will include working with local schools on war memorial research projects and similar.

The role is Fixed Term for 12 months, working between 10:00 and 17:00 each Wednesday and 12:00 and 19:00 Thursday, although we can be flexible on the days of the week and distribution of hours if required.

Key responsibilities

Outreach: Plan, research, create and implement touring exhibitions and a pop up museum with assistance from staff and volunteers, under the supervision of the Director. Deliver support sessions to schools as part of the museums upcoming War Memorial research projects.

Education and Learning: Supervise the museum education and learning offer, including the running of the Young Historians group weekly. Build and sustain relationships, provide outreach boxes and sessions to schools and community groups in the local area.

The museum runs an after-school club for children aged between 14 and 18 called “The Young Historians”. They typically meet one night a week between 17:00 and 19:00.

Marketing and Publicity: Provide support in marketing the museums outreach and education offers to schools, community groups and other interested parties, through our website, social media and direct contact.

Volunteers and Staff Support: Work closely with members of museum staff and volunteers to support and promote activities and projects.

Qualifications and Experience

- Experience of working with children and young people.
- Experience of working with volunteers and managing people.
- Experience in creating and delivering engaging learning sessions to an audience.
- Experience of working in a community engagement role.
- Experience working with museum/heritage collections and exhibition creation.

Personal Skills and Attributes

- You will be adaptable - able to respond quickly and effectively to unfamiliar and changing situations with a positive attitude.
- You will have the ability to motivate and lead a group.
- You will have problem solving skills and work with initiative, and have the ability to challenge constructively where necessary.
- You will have excellent verbal and written communication skills and work and communicate effectively and appropriately with everyone.
- You will possess strong IT skills (able to use MS Office applications and social media platforms).
- Full UK Driving Licence

Due to the nature of the role, candidates must be flexible and able to work on occasional evenings and weekends. The role also includes working closely with children and vulnerable adults, and is therefore subject to a DBS check.

As part of the museum Resilience Project, we are also recruiting for a part-time Digital Content Producer and a Fundraising Officer. Employment would be considered for the right candidate to take on dual roles.

How to Apply:

Please send a CV and covering letter setting out how you meet the requirements of the role to: Elliot Metcalfe director@keepmilitarymuseum.org

Or by post:

FAO Elliot Metcalfe
Keep Military Museum
Barrack Road
Dorchester
DT1 1RN

Please also contact Elliot if you would like a preliminary discussion about the role or if you have any questions.

Closing Date: Monday 25th August 2025, 17:00.

Interviews: Week commencing 1st September 2025