

Swindon Heritage Preservation

(formerly Mechanics Institute Trust)



Community Development & Events Officer

About the role

Contract Type:	Fixed Term until February 2028 (with possible extension)
Hours:	Part time, 20 hours per week
Salary:	£14 - £16 per hour (depending on experience)
Benefits:	• Workplace Pension scheme, • 28 days annual leave including Bank Holidays (pro-rata) • Flexible working: with time off in lieu for approved evening or weekend work
Location:	SHP Head Office: Emlyn Square, Swindon (with scope for hybrid working, off-site)
Reports to:	Chair of Trustees
Supports:	Selected Volunteers and Gardeners

About Swindon Heritage Preservation

Swindon Heritage Preservation, formerly the Mechanics' Institution Trust, is Swindon's only building preservation trust. We combine community use with the restoration, conservation and celebration of local heritage.

Based in Emlyn Square, at the heart of Swindon's Historic Railway Village, we manage four heritage buildings: the Central Community Centre, formerly the Old GWR Medical Fund Hospital; Bakers Café; the Cricketers Arms; and the Railway Village Museum. These spaces are used as social, tourism, educational and cultural resources for the local community.

In 2025, we celebrated our 30th anniversary and continue to focus on preserving the buildings and stories that matter to Swindon. While some administrative tasks can be completed remotely, this role will be based mainly in the community and across our heritage spaces.

Role Summary

Swindon Heritage Preservation is seeking a confident, organised and community-focused person to co-ordinate events, activities and volunteer engagement across our heritage buildings. You will help deliver a welcoming programme that supports local residents, celebrates Swindon's heritage and strengthens relationships with partners, volunteers and building users.

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Purpose of the role

This role is to bring people into Swindon Heritage Preservation's buildings through inclusive events, activities and volunteer opportunities. The postholder will support local participation, strengthen community connections and help ensure our spaces remain active, welcoming and relevant.

Key responsibilities

- **Volunteer Co-ordination:** Act as the main point of contact for volunteers. Support the recruitment, induction, training and retention of volunteers; prepare regular shifts and rotas; and maintain accurate records of volunteer hours.
- **Event Planning and Delivery:** Plan, co-ordinate and deliver a varied programme of community events, workshops and activities. Ensure events are well organised, inclusive, appropriately resourced and delivered within agreed budgets and timescales.
- **Community Engagement:** Build positive relationships with local residents, community groups, partners and hirers. Support consultation and feedback activity so that the programme responds to local needs and creates meaningful social value.
- **Event Administration and Governance:** Maintain event calendars, booking information, budgets and monitoring records. Complete risk assessments, support licensing requirements and ensure that health, safety, safeguarding and wellbeing procedures are followed.
- **Marketing and Communications Support:** Attend monthly digital team meetings and work with the digital team to promote upcoming events. Provide timely event details, photographs and other content to support effective publicity.
- **Museum Visitor Experience Support:** Provide cover for the Museum Visitor Experience Officer during holidays and periods of absence, and support visitor-facing activity at the Railway Village Museum as required.

Person Criteria

Essential

Community engagement and relationship building: Able to build

Desirable

Experience of working with volunteers or supporting volunteer-led activity.

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Essential

positive relationships with volunteers, residents, community groups, partners and building users.

Customer service and public-facing experience: Confident supporting visitors, hirers or service users in a welcoming, professional and helpful way.

Organisation and initiative: Able to manage several tasks at once, use initiative, solve practical problems and keep work on track.

Communication skills: Able to communicate clearly and appropriately with a wide range of people, both verbally and in writing.

Collaborative and solutions-focused approach: Warm, friendly and flexible, with the ability to work well as part of a small team and respond positively to challenges.

Digital confidence: Comfortable using common digital tools such as email, calendars, spreadsheets and online systems to organise information and communicate effectively.

Flexibility: Willing and able to work occasional early mornings, evenings and weekends

Special circumstances: Cover for Museum Visitor Experience Officer duties and any travel/vehicle requirements.

Desirable

Experience of planning, co-ordinating or supporting community events, workshops or activities.

Understanding of safeguarding, health and safety, risk assessments or event licensing requirements.

Experience of using social media, email marketing or digital content to promote events or community activity.

Knowledge of Swindon's local communities, heritage, voluntary sector or cultural organisations.

Experience of maintaining basic records, monitoring information, budgets or attendance data.

First aid, safeguarding or object handling training, or willingness to undertake relevant training.

Eligibility

Applicants must have the right to work in the UK.

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The successful candidate will be required to complete appropriate DBS and vetting checks before appointment.

Appointment will be subject to satisfactory references.

Equality, diversity and inclusion

Swindon Heritage Preservation is committed to fair, inclusive and accessible recruitment. We welcome applications from people of all backgrounds and experiences. Applicants will be assessed against the requirements of the role, and reasonable adjustments will be made for candidates who need them during the recruitment process.

How to apply

To apply, please send your CV and a one-page covering letter, stating the role you are applying for, to: **Bob@swindonheritage.org.uk**

For an informal conversation about the role, please call 07786963718.

- **Closing Date:** 31st July 2026
- **Interviews:** Week commencing 3rd August 2026