



The Living Barracks Community Engagement Assistant

The Maltings (Berwick) Trust Recruitment Pack

September 2025



Northumberland
County Council

Programme Overview

The Living Barracks is an ambitious multi-partner project, using the heritage asset of Berwick Barracks, designed by the renowned architect Sir Nicholas Hawksmoor, and the home of the King's Own Scottish Borderers since 1881. Standing as part of the immense fortified walls, the Ramparts, surrounding the town of Berwick-upon-Tweed, the Barracks serves as a powerful reminder of the turbulent history of the Anglo-Scottish Borders. Currently managed by English Heritage, the Living Barracks partners also include the King's Own Scottish Borderers, Northumberland County Council and the Maltings (Berwick) Trust. Since the Spring of 2023 a significant amount of work has taken place supported by the National Heritage Lottery Fund to consult with local people and to plan for the new museum collections, the relocation of the archive and the restoration of the site. A pilot Community Engagement programme took place to trial a range of activities, inspired by the heritage site and the museum and archive collections, with local people of all ages.

The Living Barracks project will deliver a thriving cultural hub and visitor destination as a focal point for public life in Berwick-upon-Tweed. The historic Parade Ground and wider site will continue to play an important part in the life of the town as the striking new home for the town's archives and collections, and as a venue for contemporary visual art and public events. Alongside the cultural offer, the Barracks will be made vibrant through a mixed use as residential and a base for local artists, makers, and the wider creative industries. Integral to the project is a commitment to engaging the local community, enabling greater participation with a particular focus on education and volunteering.



Job Purpose

We are looking to recruit a Community Engagement Assistant to support in the delivery of an inspiring programme of activity and events targeting new and existing audiences. You will work with the Community Engagement Manager to help coordinate and oversee the delivery of activities as part of the National Lottery Heritage Fund Activity Plan for the project.

This is a fixed term contract and is an exciting opportunity for an enthusiastic individual at an early point in their career in cultural and/or heritage community engagement.

The Community Engagement Programme is managed by the Maltings (Berwick) Trust on behalf of the Living Barracks partners and the post holder will work closely with the Living Barracks Community Engagement Manager and Maltings' Creative Engagement Programme to ensure a coordinated approach to delivery across all programme streams.

Working alongside the partner organisations, you will help to increase active engagement across audiences to enjoy, participate and value the heritage of the Living Barracks site and associated collections including the Berwick Archives, through programmes of activities and coordinated volunteering opportunities.

This is a proactive outward-facing position, and the post holder will be passionate about community outreach and creative and cultural engagement projects and be determined to help deliver a strong programme of activity.

Where you'll be working

The post holder will be based at the Maltings offices on site at the Berwick Barracks in Berwick upon Tweed.

Due to the nature of the Living Barracks programme, working remotely and hot desking at various community and heritage spaces in Berwick may be required.

Responsible to:	Community Engagement Manager, The Maltings (Berwick) Trust
Salary:	£24,000 (FTE) (actual based on 4 days pw = £19,200)
Hours:	4 x days per week, 22.5 days holidays (including Bank Holiday allowance)
Fixed term post:	23 months
Flexible working:	Core office hours are 10am – 4pm, Monday to Friday We expect this role to require regular work outside these hours: we are willing to consider reasonable proposals for flexible and hybrid working, to be agreed in advance and recorded as a note to signed contracts.
Job title:	Community Engagement Assistant, The Living Barracks
Location:	Berwick Barracks, Berwick-upon-Tweed
Employer:	The Maltings (Berwick) Trust

Main duties and responsibilities:

- To assist with the delivery of the National Lottery Heritage Fund Activity Plan for the Living Barracks project supporting the Community Engagement Manager with the delivery of activities to engage with the communities across Berwick and its surrounding area.
- Support the Community Engagement Manager with the recruitment, induction, support and training of volunteers for the Living Barracks volunteer programme where required and be a point of contact for volunteers across the programme and support their activity.
- With the Community Engagement Manager provide support to artists, freelancers and external contractors employed to develop or deliver the community activities or events programme.
- To work with colleagues across the Living Barracks partnership ensuring cohesion and shared benefit between the work of the Heritage and Cultural programmes.
- To help meet wider project priorities, including broadening opportunities for engagement to support equality, inclusion and diversity.
- To support the Community Engagement Manager with regular monitoring reports to update partner organisations, project programme manager and the National Lottery Heritage Fund.
- To maintain organisation of project files, image database and project resources as required.
- To work with the Community Engagement Manager and the wider Living Barrack's team to co-ordinate and prepare information on the project for press, publicity and marketing purposes.



Image: Community Engagement in the Storehouse

Person Specification

Essential

- Good organisational skills
- Good IT skills including experience of Microsoft Office
- Knowledge of the history and heritage of Berwick-upon-Tweed
- Experience of working with community groups in an engagement setting or project
- Experience of working with and supporting volunteers and volunteer-led activity
- Research experience to identify new audiences and community participants
- Experience of working in a team delivering events within a cultural or heritage context

Desirable

- Understanding of volunteering and the voluntary sector
- Excellent verbal and written communication skills
- Awareness of National Lottery Heritage Fund reporting and evaluation processes.
- Driving licence and access to a car

Behaviours

- Energy, enthusiasm and a positive can-do attitude
- Ability to work both independently and as part of a wider team
- Excellent communicator with proven ability to build and sustain positive relationships
- Flexible and pro-active approach
- An eye for detail

The ideal candidate for this role will have experience of working with groups in a community engagement context, ideally in a cultural or heritage setting. They need to have communication and listening skills, be confident to juggle multiple work streams, have an eye for detail and the ability to work as part of a larger team.

They will maintain a positive and creative can-do approach to their work.

They will have an understanding of equality, diversity and inclusive practices.

They will be a team player with good formal and informal communication skills in person, on the phone and in writing to build positive working relationships.

All employees and freelance contractors are expected to be courteous ambassadors for the Living Barracks project in all external communications, and to work positively and constructively with colleagues and partners in line with our agreed Code of Conduct.

Application Process

If you would like to be considered for this role, please submit an up-to-date CV (including contact details for two referees) and a covering letter explaining how your experience and expertise will enable you to deliver the role effectively.

Please complete and return the Diversity Monitoring Information Request. All information provided will be separated from the application on receipt and be held anonymously for monitoring purposes only. All applications will be treated in the strictest confidence.

Send your letter, CV and completed Diversity Monitoring Information Request to:
admin@maltingsberwick.co.uk by **Monday 20 October 2025, 9am**

We will acknowledge receipt of all applications.

Shortlisted candidates will be contacted by **Wednesday 22 October 2025** to arrange an interview.

Please note: Interviews will be held in Berwick-upon-Tweed on
Wednesday 29 October 2025

The role will start as soon as possible after interview, pending negotiation with the successful candidate and receipt of satisfactory references.

Any questions: If you have any further questions or would like the chance to have an informal conversation about the role, please email
admin@maltingsberwick.co.uk and we will get back to you as soon as possible.