



THE GURKHA MUSEUM TRUST
Community Engagement and Partnerships Officer Job Description
(part time (0.5 FTE) post)
हाम्रो नया नोकरी

JOB TITLE: Community Engagement and Partnerships Officer

REPORTS TO: Head of Fundraising and Marketing

AS PART OF A JOBSHARE, RESPONSIBILITY MAY INCLUDE: Community Engagement Co-ordinator, Volunteers, Freelancers, Interns.

Your role

The main purpose of the role is to extend the Museum's reach and Gurkha heritage into the community. You will design and deliver an inspiring and informative engagement and educational programme for our target audiences, onsite, offsite and, eventually, online. Your audiences will include families of Gurkha serving and retired soldiers, Nepalese community groups, schools, youth groups.

The role will focus on reaching, engaging and developing new, as well as existing, audiences as identified in the activity and outreach plan. The Community Engagement and Partnerships Officers are funded as part of a National Lottery Heritage Fund (NLHF) supported redevelopment of The Gurkha Museum. The redevelopment is known by its Nepali name *Project Kaida*.

This is more than just a job – it is an opportunity to drive meaningful engagement, build powerful partnerships, and create lasting impact.

Main duties and responsibilities

- **Design and deliver** an inspiring, high-quality programme of engagement and educational activities for target audiences onsite, offsite, and eventually online.
- **Design and deliver all projects and activities** to a high professional standard, ensuring they support the The Gurkha Museum Trust's aims and objectives.
- **Plan, manage, and resource** the three-year funded activity and outreach plan within budget. This includes designing and delivering community engagement initiatives, workshops, and projects that promote Gurkha heritage and reinforce the Museum's key messages. Activities may include designing community displays, collection tours, and education/learning sessions both on and off site.

- **Develop a comprehensive suite** of workshops, activities, and resources to support the delivery of the activity and outreach plan.
- **Build and maintain sustainable partnerships** with key organisations such as serving and historic Gurkha units, the Gurkha Brigade Association, Nepalese and Gurkha community groups across the UK, youth organisations, schools (primary, secondary, and tertiary), military charities, and Winchester's Military Museums.
- **Work collaboratively** with colleagues and partner organisations to establish a delivery framework that ensures meaningful participation and co-creation with communities and stakeholders.
- **Manage relationships and partnerships** to encourage ongoing engagement.
- **Evaluate all projects** in line with the agreed project evaluation framework. Maintain accurate records and ensure that the Museum's outreach database and reporting systems are kept up to date. Undertake all necessary administration and record-keeping.
- **Collaborate with Museum staff** to shape inclusive, engaging activity programmes delivered both onsite and offsite.
- **Meet agreed deadlines and budgets** for all activities, ensuring high-quality and timely delivery.
- **Help recruit, brief, and manage** volunteers, freelance staff, and creative practitioners as required.
- **Support the wider Museum team** and undertake any additional tasks required to promote Gurkha heritage and ensure successful delivery of the activity and outreach plan.
- Full UK driving licence, plus the ability and willingness to travel. IT literate.

Desirable

- Understanding of school curricula and the wider educational environment.
- High-impact presentation skills.
- Experience managing staff, volunteers, or project contributors.

Additional information

This is a jobshare working collaboratively to deliver the activity and outreach plan with another 0.5 FTE Community Engagement and Partnerships Officer.

Salary: £13,000 actual (£26,000 FTE) subject to annual review.

This is a part-time (0.5 FTE) (18.75 hours/week) mainly Monday-Friday with weekend and evening activity.

You will be working either onsite at the Museum or offsite delivering outreach programmes to the target audiences.

How to apply

To apply please send a CV and a covering letter (max 2 pages each), explaining your interest and suitability for this role to admin@thegurkhamuseum.co.uk. Please note that only applications following this route will be considered.

Deadline for applications is noon on **Friday 9 January 2026** but the Museum reserves the right to close the process earlier if suitable candidates are identified. Interviews are provisionally

planned for w/c 19 January 2026. If you will be unavailable at that time, please let us know on your application.

Make a difference. Promote Gurkha heritage. Inspire current and future generations.