



## हाम्रो नया नोकरी

### Community Engagement and Partnerships Officer for *Project Kaida*

Full-time (37.5 hours per week)

Fixed-term, funded by the National Lottery Heritage Fund (NLHF)

#### Overview

The Gurkha Museum Trust seeks to appoint a Community Engagement and Partnerships Officer to join the team. This exciting fixed-term opportunity will be responsible for the delivery of the Activity Plan as part of *Project Kaida*, a major National Lottery Heritage Fund-funded redevelopment. The Community Engagement and Partnerships Officer will play a vital role in shaping how The Gurkha Museum Trust engages with people, ensuring the heritage, the collection and stories, and living legacy of the Gurkhas are shared, celebrated, and made accessible to wider and more diverse audiences.

You will build meaningful relationships with Gurkha serving and veteran families, Nepalese community groups, schools, youth organisations, heritage organisations, and wider audiences across the UK. Working in line with the Museum's charitable objectives and the NLHF Activity Plan, you will develop and deliver inspiring engagement activities, strengthen community partnerships, and create opportunities for people to connect with Gurkha history, culture, and contemporary Brigade of Gurkhas. This is a unique opportunity if you have a passion for promoting Gurkha heritage, community engagement, and storytelling - whether you bring professional museum and heritage expertise, lived experience of Gurkha service, or strong connections within the Nepalese and Gurkha communities. The successful candidate will help ensure that the Museum's collections and stories remain relevant, inclusive, and meaningful for current and future generations.

The Community Engagement and Partnerships Officer is a full-time (37.5 hours) post funded through The National Lottery Heritage Fund supported redevelopment of The Gurkha Museum Trust *Project Kaida*. The role will work closely with the Museum team and will report to the Head of Fundraising and Marketing. This is a hands-on delivery role focused on programme delivery, coordination, relationship building, administration, and delivering excellent, engaging experiences onsite, offsite and online promoting Gurkha heritage.

This is more than just a job – it is an opportunity to extend the Museum's reach by driving meaningful engagement, building powerful partnerships, and creating lasting impact.

#### Main duties and responsibilities

- **Design, plan and deliver** an inspiring, high-quality programme of community engagement, outreach, educational, and public programme activities onsite, offsite and online with a focus on Gurkha heritage and culture for target audiences. Target

audiences include Gurkha and Nepalese communities, intergenerational families, educational establishments, young people, military audiences, and community groups. All projects and activities must be delivered to a high professional standard, ensuring they promote the Museum's charitable objectives and align with the NLHF-funded Activity Plan.

- **Build and maintain sustainable partnerships** with key organisations such as serving and antecedent Gurkha units, the Gurkha Brigade Association, Nepalese and Gurkha community groups across the UK, youth organisations, national and local schools (primary, secondary, and tertiary), military charities, and Winchester's Military Museums.
- **Collaborate with Museum staff** to design inclusive, engaging activity programmes delivered both onsite, offsite and online.
- **Record and evaluate all activities and projects** in line with the agreed project evaluation framework.
- **Lead on drafting event** risk assessments, safeguarding processes, access planning, and other operational requirements for programme delivery.
- **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 the Museum and Gurkha heritage.
- **Act as an ambassador** for The Gurkha Museum and Gurkha heritage, and represent the Museum positively at events, in meetings, and partnership settings.
- Full UK driving licence, plus the ability and willingness to travel. IT literate.

## Person specification

### Essential:

- Demonstrable experience delivering community engagement, participation, outreach, public programmes, or partnership activity within museums, heritage, culture, education, community, military or related settings.
- Demonstrable strong organisational skills with the ability to coordinate multiple activities, deadlines, and relationships.
- Able and willing to act as an ambassador and role model for The Gurkha Museum Trust and its purpose; to have respect for Gurkha heritage and Nepalese culture, and a zest to learn about and to promote Gurkha history, heritage and culture.
- A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and flexibly with colleagues in what is a small dynamic team environment.
- Excellent communication skills – clear written style, engaging presentation skills; excellent attention to detail as well as a flair for creating dynamic and engaging activities.
- Well established people skills with the ability to deal with people at all levels, both face-to-face and virtually.
- Commitment to inclusive engagement and creating welcoming audience experiences.
- IT confident, including M365 and digital communication tools.
- Full UK driving licence, plus the ability and willingness to travel.

**Desirable:**

- Knowledge of the British Army in general and the Brigade of Gurkhas in particular.
- Previous experience of community engagement, partnership development and/or military training delivery.
- Previous experience of working with the Gurkhas, schools, curriculum-linked learning, youth work, or community delivery environments.
- Experience of managing others.

**Additional information**

This is a full time (37.5 hours/week) mainly Monday-Friday, but includes weekend and evening activity (for which time off *in lieu* is granted). The role is based either at the museum or delivering offsite.

Any contract conditional of satisfactory Disclosure and Barring Service (DBS) check.

This is a NLHF-funded fixed-term role until March 2028.

**How to apply**

To apply, please send a CV (maximum 2 pages) and a one page covering letter, explaining your interest and suitability for this role to [Admin@TheGurkhaMuseum.co.uk](mailto:Admin@TheGurkhaMuseum.co.uk). Please note that only applications following this route will be considered.

Salary: £26,000 per annum.

Deadline for applications is noon on midday 17 August 2026, but the Museum reserves the right to close the process earlier if suitable candidates are identified.

Interviews are provisionally planned for w/c 24 August 2026. If you will be unavailable at that time, please let us know on your application.

Dated: 17 July 2026

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