



Job Specification: Community Engagement Officer

Working Patterns:

- Three days per week, 9 am to 4.30 pm (6.5 hours per day)
- One hour unpaid for lunch

Holiday Entitlement:

- 20 days pro rata per year, in addition to bank holidays

Induction Training:

- Comprehensive induction training during the first week of employment

Supervision and Management:

- Supervision and management conducted by the Treasurer and Company Secretary

Accountability and Reporting Structure:

- Accountable to the Board of Trustees
- Expected to brief the Board at their regular monthly meetings

Payment Mechanism:

- Payment via bacs on the last working day of the month
- Salary: £100 per day
- Employer's pension contribution: 3%

Recruitment Plan:

- Advertisement in local press, job agencies, and social media upon funding agreement

This role requires a dynamic individual with excellent community engagement skills, a passion for heritage, and the ability to drive participation in cultural initiatives. The candidate will enjoy a flexible work schedule, comprehensive induction, and reporting directly to the Board of Trustees. The position offers competitive remuneration and opportunities for professional development within a vibrant heritage-focused organisation.

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Company registration no: 05920931

Charity number: 1120476, registered in England and Wales