



Archiving Remembrance: The Arboretum at 25

Freelance Heritage Engagement Coordinator

We are seeking a skilled and experienced **Freelance Heritage Engagement Coordinator** to develop and deliver the community engagement strand of our *Archiving Remembrance* project. This post, supported by the National Lottery Heritage Fund, will support the creation of an accessible, sustainable archive of the National Memorial Arboretum's heritage materials and stories.

About the Archiving Remembrance project

The Arboretum holds a wealth of uncatalogued photographs, documents, media, personal collections and ephemera, much of it dispersed, unrecorded, or at risk. As the National Memorial Arboretum approaches its 25th anniversary, Archiving Remembrance seeks to capture, preserve and celebrate the site's unique heritage, safeguarding a collection that tells the story of its conception, growth, and role in shaping contemporary Remembrance. Through this project, we aim to:

- Develop a professional, sustainable archive accessible to all
- Create policies, systems, and infrastructure that will ensure long-term archival care and community access
- Work with volunteers, staff, and diverse communities to catalogue existing material and collect new contributions
- Deliver a programme of research and engagement culminating in a 25th anniversary exhibition and publication

About the National Memorial Arboretum

The National Memorial Arboretum, part of the Royal British Legion, is the UK's place to remember, an inspirational landscape freely open to all.

Situated at the corner of the National Forest in Staffordshire, the Arboretum is home to over 25,000 trees and more than 400 memorials dedicated to the Armed Forces, public services and civilian and voluntary organisations who have served our nation.

Each year, the award-winning Arboretum welcomes around 300,000 visitors who participate in a year-round programme of exhibitions, events, and activities.

Brief

Reporting to the Heritage Project Manager, the Heritage Engagement Coordinator will lead on delivering the community engagement programme for the Archiving Remembrance project. They will support in sourcing community participants to engage throughout the programme, as well as potential external community venues in which sessions might take place. Reporting to the Heritage Project Manager, they will collaborate with the Project Archivist and volunteers to plan sessions based around archival material at the Arboretum. Outcomes of the engagement sessions will help us to identify key areas of development for the archive, and support the telling of diverse stories at the Arboretum that make use of archival material.

The Heritage Engagement Coordinator will also support evaluation of the project, working with the appointed consultant/agency to measure the success of the engagement programme against the approved purposes of the project.

The role involves working closely with colleagues across departments, volunteers, and external consultants. The role will also work with the Arboretum's Access, Diversity and Inclusion panel to ensure that the archive and its development process reflect diverse perspectives, and that material in the archive is accessible to all.

Due to the location of the heritage material and the nature of the work, this role will be located both on site at the Arboretum and out in the community.

Key Responsibilities:

- Develop and deliver the community engagement programme for the Archiving Remembrance project
- Source communities and external venues for engagement to take place
- Regularly report progress of the engagement programme to the Heritage Project Manager
- Support the appointed agency in carrying out evaluation
- Collaborate with the Project Archivist and volunteers to select material for the engagement programme and shape its sessions
- Ensure that activities are inclusive and accessible to all
- Support the Marketing and Business Development Team in promoting the engagement programme
- Support the production of risk assessments for engagement projects to mitigate risks to health and safety
- Adhere to GDPR policies and procedures
- Adhere to Safeguarding policies and undergo a DBS check.

This brief reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the Heritage Project Manager.

General responsibilities:

- To work in accordance with our shared values of Service; Collaboration; Passion; Excellence; Valuing our people which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- Due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees and contractors are required to work in accordance with the Equality Act (2010).
- To work in line with all organisational safeguarding policies and procedures to promote and protect the welfare of children, young people, and/or vulnerable adults where applicable. This includes maintaining appropriate professional boundaries, recognising and responding to safeguarding concerns, and reporting issues in accordance with established protocols. The successful candidate will be required to undertake and maintain a satisfactory Disclosure and Barring Service (DBS) check appropriate to the role and participate in mandatory safeguarding training. A commitment to safeguarding best practice and promoting a safe, inclusive working environment is essential.

Person Specification:

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Qualification in a relevant subject (e.g. Museum Studies/Heritage/Arts engagement) or equivalent experience	D	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Experience of working in the arts and heritage sector	E	Application/Interview
Experience of managing and developing engagement programmes with diverse communities	E	Application/Interview
Experience of working with volunteers	E	Application/Interview

Experience of facilitating workshops and engagement sessions	E	Application/Interview
Excellent organisational, communication, and collaborative skills	E	Application/Interview
Understanding of the importance of diversity and inclusion in the heritage sector	E	Application/Interview
Knowledge of safeguarding best practice	E	Application/Interview
Knowledge of copyright, data protection and GDPR	D	Application/Interview
Experience working with marketing and communications teams to undertake marketing and engagement	D	Application/Interview
Experience of working on funded projects (e.g. by the NLHF, Arts Council England or similar)	D	Application/Interview
Familiarity with heritage collections linked to Remembrance, military and social history	D	Application/Interview
Passion and knowledge in connection with the work of the Arboretum	D	Application/Interview
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p>Excellence We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p> <p>Valuing our People</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.		Interview
SKILLS & ATTRIBUTES		
Effective communication skills – written and verbal	E	Interview/ Application
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Interview/ Application
Ability to work with a variety of people and age groups, including young people	E	Interview/ Application
Strong planning and organisational skills - able to prioritise workload effectively	E	Interview/ Application
Strong IT skills	E	Interview/ Application
Ability to problem solve	E	Interview/ Application
Empathy with mission and values of the National Memorial Arboretum	E	Interview

Deliverables

The freelance Heritage Engagement Coordinator will be responsible for delivering the services outlined above in the brief, key responsibilities and general sections and any other duties that are deemed as appropriate for the project and fee.

The role will be work for 40 days over a 12 month period, reporting to the Freelance Heritage Project Manager, working on a hybrid basis.

The total number of days it is expected the Heritage Engagement Coordinator will commit to the project is 40 days.

Any further days will be negotiated with the Heritage Project Manager in advance and paid accordingly at the same rate of pay.

Fee

The total sum paid to the Heritage Engagement Coordinator will be £10,000, to include reasonable expenses.

40 days @ £250 per day

To be paid on receipt of an invoice in arrears of the days worked.

NI and Tax will be the responsibility of the Freelance Heritage Engagement Coordinator and NOT the NMA

Proof of UTR details will need to be provided

How to apply

Please submit an up-to-date CV and cover letter identifying key skills, experience and why you feel you are suitable for the role to:

Eleanor Sier, Freelance Heritage Project Manager at esier@thenma.org.uk by 9am on Monday 27th April 2026.

Informal conversations are welcomed ahead of the submission. For all enquiries, including on access support, please contact the email address above by midday on 20th April 2026 in order to ensure a response before the closing date.

Selection

Shortlisted candidates will be invited to attend an interview at the National Memorial Arboretum on Friday 8th May 2026.

Privacy statement

The National Memorial Arboretum, which is part of the Royal British Legion, takes your privacy very seriously and we want to assure you that your personal information is safe with us and we will never sell your details. All proposals and personal information will be deleted 60 days after the submission deadline. For more information on our privacy promise, please visit [Our Privacy Promise | About Us | National Memorial Arboretum \(thenma.org.uk\)](#).

