



<b>Job Title</b>	<b>PCT100 Project Officer</b>
<b>Responsible to</b>	Head of Learning
<b>Responsible for</b>	Volunteers (Learning)
<b>Pay Scale</b>	Grade B, £26,460 p/a pro-rata (£15,876 actual)
<b>Hours</b>	21 hours per week, days tbc, 9am to 5pm with some flexibility
<b>Location</b>	Powell-Cotton Museum, Quex House and Gardens, Quex Park, Birchington, Kent, CT7 0BH
<b>Contract</b>	Part time, Fixed term, 10-months (from start of contract)
<b>Closing Date</b>	5pm on Wednesday 11 <sup>th</sup> March 2026
<b>Interviews Held</b>	Friday 20 <sup>th</sup> March 2026 at the Powell-Cotton Museum

## About Us

The Powell-Cotton Trust is an independent charitable trust (reg no 1167318) which runs the Powell-Cotton Museum, Quex House and Gardens in Birchington, Kent.

The Powell-Cotton Trust has a broad and diverse collection, built up by the Powell-Cotton family and their associates, largely between 1890-1940. Today the collection includes 6,000 mammal specimens, 20,000 ethnographic objects, 8,000 archaeological objects, firearms, fine art and furniture and an extensive library and archive including documents, photographs and film. The Trust also has responsibility for the care of Quex House, the Powell-Cotton family home, a Georgian manor with extensive Edwardian alterations.

Quex Gardens have a long history and provide a good range of horticultural interest including specimen parkland trees, a woodland walk, herbaceous and rose borders, shrub beds and a sunken pond area with formal bedding. The Gardens are undergoing an ongoing restoration programme and the focus is a large scale refurbishment of a Victorian walled garden with its associated glasshouses and kitchen garden planting.

## The Powell-Cotton Trust

## Values

**Social Responsibility:** we strive to operate the organisation with integrity, caring not just for the building and collection ethically, but ensure we facilitate meaningful emotional connections that have a positive impact on our society, environment and community.

**Equity:** we recognise that everyone's lived experience should be valued, both past voices and present, empowering individuals and communities through our positive and pro-active actions.

**Courage:** our ambition is to take bold, innovative and imaginative approaches to our work, enabling open and honest conversations about the collection and connected people.

## Vision

We will be an **inclusive**, engaging and collaborative **centre of excellence** enabling exploration of our **world class collections** and garden to deliver **lifelong learning**, research and **social impact**, locally, nationally and internationally.

## Job Purpose

The **Project Officer** [Part Time] will lead and coordinate the delivery of the ACE-funded PCT 100 Creators 2026 programme, celebrating the Powell-Cotton Trust's centenary through inclusive, creative, community-led, and collection-based engagement. This role will support collaboration across diverse groups including schools, families, artists, individuals and community participants ensuring the Trust's collections are interpreted and showcased in innovative and accessible ways.

## Role Specific Activities

- Coordinate the planning, delivery, and evaluation of workshops, exhibitions, and creative sessions aligned with the PCT100 Past & Present project timeline.
- Work closely with the Head of Learning to ensure alignment with strategic learning goals and to support the development of inclusive, high-quality educational experiences.
- Facilitate collaboration between inhouse museum experts, creative practitioners, and community groups to co-create content for the PCT100 exhibition.
- Support inclusive engagement with the museum's collections through storytelling, soundscapes, visual art, and performance.
- Manage logistics for Showcase, Create, Drop-In, and Display Days, ensuring smooth operations and participant support.
- Liaise with libraries, schools, families, and community leaders to recruit participants and ensure accessibility and representation.

- To liaise with colleagues to ensure effective communication of learning and engagement activity.
- Lead outreach efforts within the local community, including pop-up events and engagement activities in libraries and other community or public spaces as required.
- Contribute to marketing and promotion efforts, including social media, newsletters, and public relations.
- Assist with budget management, procurement of creative materials, and coordination of facilitators and volunteers.
- Maintain and care for handling collections used in workshops and displays.
- Support the development of legacy materials such as digital archives and cataloguing, guided by collection staff.
- Represent the museum at public events, stakeholder meetings, and in communications with partners.
- Support other activities taking place throughout the PCT100 anniversary year.

### **General Responsibilities:**

- Actively participate in the wider life of the Powell-Cotton Museum, Quex House and Gardens contributing to inter-disciplinary teamwork, projects and good internal communication.
- Develop and promote equal opportunities in service delivery as well as employment and procurement practices, ensuring the service reflects and provides for the community.
- Promote the Powell-Cotton Museum, Quex House and Gardens, its values and its services.
- Ensure compliance with all Powell-Cotton Museum, Quex House and Gardens policies.
- Undertake appropriate training as available and determined with your Line Manager.
- Work flexible and variable hours including some weekends and evenings to support the delivery of your role.
- Undertake other duties as requested by your Line Manager.

### **How to Apply**

If you have any questions about this post or its associated responsibilities, please contact Emma-Jayne Hamlington on [emma.hamlington@powell-cottonmuseum.org](mailto:emma.hamlington@powell-cottonmuseum.org).

To apply, email your CV and a covering letter outlining your interest and suitability in this role considering the Responsibilities and Person Specification, to Katy Roberts on [katy.roberts@powell-cottonmuseum.org](mailto:katy.roberts@powell-cottonmuseum.org) by 5pm on Wednesday 11<sup>th</sup> March 2026.

Interviews will take place on Friday 20<sup>th</sup> March 2026 at the Powell-Cotton Museum, with a start date asap.

The Powell-Cotton Trust is an Equal Opportunity Employer. We are committed to treating all applicants and employees fairly and equally regardless of race or colour, nationality or national or ethnic origin, religion or religious belief, political belief, parental or marital status, class or social background, sex or sexual orientation, disability, or age.



We would like to encourage you to suggest ways we can make this role more accessible to you through the application and interview process.

## Person Specification

<b>Qualities</b>	<b>Essential (E) Desirable (D)</b>
<b>Knowledge</b>	
Knowledge of good practice in informal learning and / or outreach work in museums and galleries	E
Knowledge of decolonisation agenda within learning	D
A good understanding and commitment to Health and Safety standards in public engagement and workshop delivery	D
Familiarity with educational priorities across primary, secondary, and SEND settings	D
Understanding of community engagement principles and participatory arts practice	D
<b>Abilities</b>	
Ability to develop creative activities for audiences of a wide range of ages and abilities inspired directly by museum collections and stories	D
Excellent organisational skills, including the ability to manage multiple projects, work independently, and meet deadlines	E
Excellent communication, and interpersonal skills and confidence in communicating with a wide range of people	E
Self-motivated and enthusiastic with the ability to work both as part of a team and independently	E
Ability to work collaboratively with colleagues and external partners	E
Ability to make creative connections between museum collections and community-led programming	D
Excellent computer-based skills using programs such as Word, MS Outlook, Teams etc., and ability to contribute to content for social media platforms.	E
Ability to manage budgets and resources effectively	D
<b>Experience</b>	
Experience delivering learning or creative engagement activities in museums, libraries, galleries, or arts/community venues	E

Experience working with diverse groups (e.g. schools, SEND pupils, families, older people, community organisations)	E
Experience in community outreach, including pop-up events and local engagement in spaces like libraries and community centres	D
Experience supervising volunteers	D
<b>Other</b>	
Physical stamina and dexterity to prepare and manage workshops and events	E
Commitment to equal opportunities and inclusive practice	E
Commitment to ongoing professional development	E
Willingness to undergo an Enhanced DBS check upon appointment	E



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