



MURSTON HEART COMMUNITY ENGAGEMENT OFFICER APPLICATION PACK

Salary: £8,190 per annum (FTE £27,300)

Hours: 10.5 hours per week (0.3 FTE) 2 year contract (with possibility of extension subject to securing funding)

Duration: A fixed two-year post

Location: Murston Heart, Stadium Way, Sittingbourne, Kent ME10 3TW

Reporting to: Trustees

Role Summary

An exciting opportunity for a part time Community Engagement Officer to develop and deliver a programme of creative and well-being events and take a lead in the next phase of Murston Heart's journey as a creative community hub.

It could be particularly attractive for a creative practitioner who wants to pursue their own creative work alongside a paid community engagement role, as there is a possibility of the successful appointee taking their own studio on site at an attractive rate.

About Murston Heart

Murston Heart is a creative community hub based around the remains of a former medieval church at Murston, Sittingbourne ME10 3TW. It is operated by the Murston All Saints Trust (MAST), a charity (Registered No: 273395) established for the purpose of caring for the medieval building and its surrounding churchyard, which are scheduled historic monuments, and establishing and operating a creative and community hub on the site.

Murston Heart opened in 2023, following the restoration of the church building and the construction of a new building containing a café and 6 studios for creative or community uses. This was a major project funded by the National Lottery Heritage Fund (NHLF), Swale Borough Council, English Heritage and a number of national and local charities.

The medieval chancel building is available for small exhibitions and concerts. The churchyard is a pocket park which is open to the public at all times. Six studios are let by licence to

artistic/creative, educational or well-being users, with a seventh being retained for day hires and MAST's own activities. The hub includes a café which is operated separately on a commercial basis, as well as benefiting the hub by drawing visitors to Murston Heart and working with MAST to ensure the success of special events.

The NHLF funding, alongside supporting the capital costs of the restoration and new building, enabled a three-year programme of heritage and cultural events, involving working with local schools and other members of the community, which began while the restoration and construction works were being carried out. Following a pause over the past year (other than events and activities organised by the studio occupants), the Trustees would like to resume a sustainable programme of community and creative events with the aim of increasing local engagement with Murston Heart and providing opportunities for cultural enrichment and well-being within the community.

Purpose of the role

You will support the activities of MAST and Murston Heart by organising and delivering inclusive arts, music and well-being events for people of all ages and partner with the occupants of the studios to help achieve this. As our Community Engagement Officer, you will play a vital role in the day-to-day running of our venue, make grant applications, recruit and liaise with volunteers, and help promote Murston Heart in the local area and online, through regular social media posts.

You will report to the Trustees of MAST.

Key responsibilities

- Develop, budget for and oversee delivery of a programme of events such as creative workshops, exhibitions, concerts, outdoor performances and children's activities, working alongside the occupants of the studios to maximise impact
- Apply for grant funding from relevant bodies as needed
- Recruit and organise volunteers
- Promote events and activities and raise awareness of Murston Heart via regular postings on social media and help develop creative promotional content
- Maintain and update the charity's website and event calendar
- Respond to enquiries by email, phone and in person, ensuring visitors and participants are welcomed warmly
- Liaise as needed with the occupiers of the studios and the café operator
- Undertake evaluation of all events and reporting as necessary to meet conditions of grants secured
- Oversee day-to-day administration of the venue, including bookings and general correspondence

Person specification

Essential

- Excellent organisational and administrative skills with strong attention to detail
- Confident communicator with experience of engaging with the public, artists, other creative and community organisations and funders
- Excellent understanding and experience of social media and IT (e.g. Facebook, Instagram and WordPress based websites) and ability to use office applications (e.g. Outlook, Word, Excel)
- Creative, enthusiastic, and happy to work independently but also to work flexibly as part of a team
- Can-do attitude and problem solver and able to use own initiative whilst recognising when to refer to the Trustees

Desirable

- Background or interest in heritage and/or community arts
- Prior experience in a similar role, including work on health and well-being projects
- Experience of making grant applications, fundraising and event evaluation

Hours and conditions

- This is a fixed two-year part-time post but with the possibility of extension subject to securing further funding
- 10.5 hours per week, with requirement to spend one day (or equivalent) a week at Murston Heart and occasional evening or weekend duties during events

To apply

- Please send a CV and covering letter outlining your interest in the post and relevant experience you would bring to the role.
- Email these to: John Nightingale, john@murstonheart.org with the subject line Job Application: Community Engagement Officer
- Deadline: 4 pm on Friday 20 February 2026
- Interviews for shortlisted candidates: Monday 9 March 2026

The candidates who appear from their application to best meet the essential and desirable criteria will be invited to interview. It is therefore essential your cover letter provides a full, but concise description of the nature, extent and level of experience and responsibility you have held. It is anticipated that shortlisted candidates will be invited to interview at Murston on Monday 9 March.