



CHANCE  
HERITAGE  
TRUST



- Job Title:** **Community Engagement Manager**
- Reporting to:** CHT Board of Directors and designated lead
- Role and Hours:** Part-time role 3 days per week (fixed-term contract for 18 months with potential for extension)
- Job purpose:** Develop and drive our heritage, culture and enterprise offer using the rich industrial history and legacy of the Chance Glassworks and other heritage projects. Managing all strands of our community engagement activities, managing our social media and external communications

### About The Chance Heritage Trust (CHT)

The CHT was formed in 2015 as a registered charity with the intention of regenerating the Chance Glassworks, saving this nationally important 'At Risk' Scheduled Monument and a series of Grade II Listed Buildings in the heart of the Galton Valley Conservation Area. Its remit has subsequently expanded to include the Grade II\*/Scheduled Soho Foundry and Mint site.

Given its expanded remit, the trust converted to a Community Benefit Society in 2019 with the following objects:

- Conservation, protection and enhancement of assets of heritage and cultural value within Sandwell
- Advancement of education concerning the social, economic and architectural history of heritage within Sandwell
- Promotion of regeneration in areas of social and economic deprivation

### Current Activity

Public benefit is at the heart of all CHT activity.

These sites have deep-rooted community significance, and our mission is to return the heritage buildings to beneficial use, create local jobs, support small businesses and provide training for people in Smethwick and the surrounding area. The sites will be developed through building strong coalitions and partnerships, with CHT's role ranging from advocacy and facilitation through to direct development and management according to circumstances.

In April 2026, CHT acquired a lease on a locally listed building that is a surviving part of the former Chance School built in 1845/46 to educate local children. The building will serve as the operational base for CHT and also be available once refurbished for hire as a community resource.

Chance Heritage Trust Email [info@chanceht.org](mailto:info@chanceht.org) Phone +44 (0) 121 663 1053 [www.chanceht.org](http://www.chanceht.org)

#### Correspondence to our registered address:

Chance Heritage Trust, The Old School House, Sandwell Business Park, Crystal Drive, Smethwick, West Midlands, B66 1RD



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The school offers an exciting opportunity to pilot activities that can be replicated or inform future larger projects as they come on stream. An initial priority for the Community Engagement Manager will be developing a programme of activity focused upon the school to deliver community benefit while achieving financial sustainability.

## The Role

The Community Engagement Manager will lead on the Trust's community engagement activity, developing an understanding of community needs and building strong relationships with community groups, delivery and funding agencies to identify opportunities for collaboration to meet those needs.

## Specific Responsibilities

Reporting to the Board and its designated lead and working closely with the Project Director and appropriate CHT Board members.

The post holder will:

- Focus on engagement with our communities, locally and worldwide, and stakeholders in developing and organising appropriate cultural conversations, partnerships, events and activities face-to-face and virtually.
- Collect participant and volunteer feedback from engagement activities and events.
- Continue our work in building our archive of former Chance Brothers employees' stories and our rich historical resources.
- Create community fundraising initiatives.
- Develop annual engagement plans and undertake community and stakeholder engagement and consultation in relation to CHT's projects.
- Develop partnerships with education and training, culture, heritage and other organisations that support the delivery and objectives of the Trust.
- Establish relationships with local businesses developing sponsorship opportunities and identifying opportunities linked to corporate social responsibility
- Where appropriate, recruit, manage and develop volunteers to assist with all aspects of the Trust's activity including promotion and social media activities.
- Develop and implement appropriate and tailored social media and marketing communications by instigating and supporting ongoing and future campaigns; engage by using storytelling, with the aid of our rich archive and contacts.
- Manage content on the CHT website see that it remains up to date.
- Develop content and manage the publication of regular Newsletters and prepare case studies.
- Develop KPI's relevant to the role and activities and monitor with the objective of continuous improvement, evaluate outcomes and produce impact reports.

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Chance Heritage Trust a charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014 with registered number 8180. HMRC Charitable Status Registration: ZD06279 VAT Registration number: 227 6121



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### General Responsibilities

- Organise all community interfacing activity through face-to-face and where appropriate virtual platforms
- Collaborate with a wide range of stakeholders, existing partnerships and education and training, culture, and organisations that have synergies with CHT
- Working with volunteers, monitoring and responding to posts on social media platforms and the website

### Person specification, knowledge, and experience

#### Essential

- Excellent communication and interpersonal skills for a variety of audiences
- Experience working with a range of community cohorts and organising appropriate heritage and cultural activities and events
- Track record of delivering community activity relying upon collaboration with partners and agencies
- Experience of working within a grant-funded environment and securing funding for community-based activity
- Ability to build and maintain strong audience and team relationships
- The ability to work effectively and be flexible as part of a team and alone
- Persistence, enthusiasm, motivation and a proactive manner
- Strong organisational skills
- Experience using social media platforms
- Confident communicator and presenter at all levels

#### Desirable

- Knowledge of the local area, particularly Sandwell
- Willingness to learn about the history and importance of the heritage CHT seeks to rescue and repurpose
- Skilled with editing software, Adobe Packages, Photoshop etc

### Additional Information

**\*Remuneration:** **£23,351** (pro -rata based upon **£36,000** per annum, depending on experience).

**Location:** A mixture of Smethwick-based, with travel required, and home-based work. The nature of the role is such that the majority of time is expected to be spent 'on the ground' within Smethwick and Sandwell.

**Hours:** 24 hours per week. Flexibility will be required to accommodate fluctuating work demands.

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**Contract duration:** Funding is currently available to offer this position for **18 months**. Potential for extension subject to funding.

**Paid Leave:** 17 days per annum (3 of which may have to be taken over the Christmas and New Year holiday period)

**Pension:** Group stakeholder pension scheme

The closing date for applications is **4<sup>th</sup> September 2026**

Candidates who are being invited for interview will be notified by **w/c 14<sup>th</sup> September**

Interviews for the position will take place in Person **w/c 21st September**

**For further information contact: [info@chanceht.org](mailto:info@chanceht.org)**

Website: [www.chanceht.org](http://www.chanceht.org)