

Participation Producer (Families & Young People)

RECRUITMENT PACK

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Participation Producer (Families & Young People)

Directorate	Audiences & Media
Department	Learning & Participation
Reporting To	Participation Lead
Salary	£33,404 per annum
Contract	Maternity Cover (Fixed term for 1 year or until the post holder returns, whichever is sooner)
Working Hours	37 hours per week
Working Pattern	5 out of 7 days (including weekends)
Probation Duration	6 months
DBS Check Required	Enhanced
Holiday Entitlement	30 days plus public holidays
Location	Liverpool (Hybrid)
Closing Date & Time	Thursday, 3 September 2026 at 12 noon
Interviews	Thursday, 17 September 2026

About the Role

As Participation Producer (Families & Young People), you will shape, deliver and oversee a compelling, inclusive year-round programme of participatory activities that engages, informs and inspires families, children and young people.

In this role, you will be an advocate for these audiences, developing a strong understanding of their needs, interests and motivations to ensure our offer remains relevant, accessible and welcoming. Through audience insight and a varied programme of events, workshops and experiences, you will encourage participation, deepen connections with our museums and galleries, maximise the potential of our spaces and collections, and foster curiosity, creativity and a sense of belonging.

Key Responsibilities

- Plan and deliver a year-round programme of free and ticketed events and participation opportunities within the agreed annual framework, supporting departmental priorities and achieving participation and income targets.
- Work with other Participation Producers and the Programme Coordinator to create a balanced programme across our venues and spaces, sharing learning across teams.
- Produce and co-produce activities in our venues and community settings, ensuring our work reflects and responds to the interests, needs and experiences of local communities.
- Build relationships with target audiences, using insight and feedback to inform future programmes.

- Establish and manage partnerships with artists, practitioners, community groups and other organisations to enrich our current offer and explore new ways of working.
- Work with colleagues and external stakeholders to ensure our venues, facilities and experiences are inclusive, accessible and welcoming to all.
- Contribute to content and visitor experiences across our museums and galleries, including exhibitions, capital projects, interpretation and research projects, helping to maximise opportunities for learning and participation.
- Support projects, strategic partnerships and initiatives that help test new ideas and strengthen our offer.

You'll Be Expected To

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work, including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics.
- Perform additional duties from time to time, as required.

People Management

- Provide effective line management to Engagement Producers, supporting their professional and personal development, making best use of individual strengths and areas of expertise, and overseeing workloads across the wider team.

Impact & Influence

- Work with the Participation Lead and Head of Learning & Development to set annual targets, monitor progress, report on outcomes and support continuous improvement through evaluation.

Decision Making

- Use initiative and sound judgement to make decisions as required, within agreed policies and procedures and with support from your line manager where appropriate.

Communication & Networking

- Collaborate with colleagues across the organisation, drawing on specialist expertise to support a cohesive approach to our work.

- Communicate information clearly and effectively, building positive and trusted working relationships.
- Work confidently and sensitively with a wide range of audiences, including those who may be vulnerable.

Resource Management

- Manage a small budget to commission freelancers, purchase resources and cover other programme-related costs.

Qualifications

- No formal qualifications required.

Experience & Knowledge

- Experience of leading events, workshops or participatory work with and for a range of audiences.
- Experience of monitoring and evaluating projects and programmes against agreed strategic aims and objectives.
- Experience of creating and delivering opportunities for participation and dialogue with communities and stakeholders.
- Understanding of inclusive participatory practice within a cultural, heritage or similar setting.

Skills

- Ability to effectively plan and organise events and projects within deadlines, coordinating schedules, resources and information sharing.
- Ability to manage and present to groups calmly and confidently.
- Strong organisational and administrative skills, including project planning, risk management and budget management.
- Ability to quickly absorb information and develop knowledge across a range of subjects.
- Excellent written and verbal communication skills, with the ability to actively listen.
- Strong IT skills, including Microsoft Office 365 applications (i.e. Word, Outlook, Excel, and PowerPoint), project management and analytics tools, and basic event technology.

Behaviours & Competencies

- Reliable, flexible and collaborative in approach to work.
- Builds positive relationships and enjoys working with others.
- Committed to diversity and inclusion, ensuring experiences are relevant and accessible to all.
- Works effectively both independently and as part of a team.

Additional Information

- You will be required to work across all National Museums Liverpool public-facing venues to prepare and deliver events and activities, and attend meetings. The role also offers the opportunity for hybrid working where

appropriate, including the use of in-venue hot desking and meeting facilities in Liverpool City Centre and working from home.

- You will occasionally be required to work evenings, weekends, school holidays and in community settings to support programme delivery and audience engagement. Wherever possible, reasonable notice will be provided.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including a Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at Recruitment@liverpoolmuseums.org.uk.

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk, where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

Mission

To create memorable experiences, for everyone, challenging expectations.

Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful and Inclusive**.

By 2030, we want to be the best museum “league” in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. “Off the pitch”, our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each “team” in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.

- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world’s finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)