

## **Job Description**

### **Learning and Participation Officer**

#### **Accountability**

The Learning and Participation Officer reports to the Director

#### **Job Purpose**

To be responsible for delivering high quality multi-platform learning activities\* for a range of audiences of all ages and abilities to promote understanding, enjoyment and inspiration from the Museum's collections, local and social history of the area.

*[\*Learning activities include formal/curriculum-based learning for pre-schools, schools, and colleges, prioritising primary schools. As well as other informal learning, life-long learning and outreach activities for local societies and community organisations.]*

To manage and develop an on and off site programme of events, including lectures, holiday activities and demonstrations in consultation with the Director.

To act as key holder and duty manager in rota with others.

#### **Key Responsibilities**

##### **Learning and Outreach:**

- To implement our new learning strategy that embeds lifelong learning across the Museum, working closely with the Director.
- To be responsible for managing all learning activities offered by the Museum, ensuring that annual business plan performance targets are met.
- To be responsible for the preparation, delivery and evaluation of learning resources, ensuring that these are targeted to meet current National Curriculum and specific audience needs, ensuring that all sessions are delivered to the high standards.
- To manage and deliver safe family learning within the museum responding appropriately to local, national and regional initiatives relating to museum learning.
- To manage and develop the Museum's events programme, engaging and attracting new audiences to the Museum by providing a range of attractive activities.
- To manage the learning loans service, ensuring that it provides relevant learning resources and meets the needs of local schools and other users.

- To manage specific projects and programmes of activity agreed with the Director, ensuring that these are delivered to a high standard.
- To manage the reminiscence service, working with external organisations and agencies in the area.

**People Management:**

- To manage and motivate a team of learning and events volunteers, ensuring that they receive the training and support to enable them to be effective.
- To manage and maintain rotas and schedules for the learning and reminiscence volunteer teams. to ensure adequate support for school workshops and events, and cover for reminiscence sessions.
- To manage and supervise any casual or part-time staff within areas of responsibility
- To be carry out safeguarding practices meeting legal requirements. To maintain and update the museum's Safeguarding Policy as required, meeting any new legal changes.

**Finance:**

- To manage agreed budgets in areas of responsibility, ensuring income targets are met and report on performance.
- To work with the Director to seek and secure external funding for specific projects, ensuring all funding criteria are met.

**Marketing:**

- To clearly communicate our learning offer and resources to local schools in order to achieve maximum usage take up
- To communicate our reminiscence offer to local care and residential homes.
- To work with other staff on promoting the learning service and event programme.

**Administration:**

- To maintain electronic records, electronic booking systems and electronic diaries and rotas.
- To ensure all activities and events comply with Health and Safety legislation.
- To respond to enquiries about the learning service and other museum enquiries.
- To be available for occasional evening and weekend events.
- To be willing to work in schools and other off-site venues, as well as at the museum site.
- To be a key holder and act as duty manager in rota with others.

**The post holder may be expected to undertake other duties that are commensurate with the grade, range and nature of the post and level of responsibility.**

**Conditions of Service**

**Salary:** £20,904 pro rata (22.5 hours per week = £12,542.40).

**Location:** Based at Tiverton Museum of Mid Devon Life.

**Hours of work:** 22.5 hours per week, 9:00-5:00 with occasional evening or weekend work.

**Contract:** 12 months initially, to be reviewed subject to grant funding.

**Leave:** 16.8 days including Bank Holidays. The museum is closed in the period between Christmas and New Year with extra days leave to accommodate this.

**Notice period:** This post is subject to a notice period of one calendar month.

**DBS check:** This post requires an enhanced criminal background (DBS) check via the disclosure procedure.

### Person Specification

	Essential	Desirable
Work Experience	Demonstrable experience of working in a museum, or as a teacher or teaching assistant in school.	Delivering learning sessions linking to local history/museum collections and the National Curriculum.
	Proven experience of delivering a busy timetable of learning activities across a range of ages and abilities.	Experience of managing volunteers.
	Managing and administering learning programmes and projects, including budgets and resources.	Preparing marketing information for schools.
		Experience of generating income through activities.
		Experience of acquiring external funding for projects and activities.
Qualifications	Educated to degree level, ideally in History or a related subject.	Postgraduate teaching qualification, such as PGCE, Cert Ed, CTTLS etc.
Knowledge/skills	Excellent knowledge of relevant curricula, especially the National Curriculum.	
	Understanding of audience needs through effective consultation and evaluation mechanisms.	
	Excellent communication and organisational skills (including keeping work spaces and resources tidy)	
	Computer literate: able to use word processing and spread sheet programmes to keep records for bookings, rotas and budgets. Also to communicate electronically with volunteers, schools, funders and others.	
	Able to relate professionally to a wide range of people and organisations.	
	Confident of the key issues in heritage learning and able to maintain up-to-date knowledge.	

Personal Attributes	Able to work in a fast-paced environment on multiple projects and activities, including being flexible and adaptable to new situations.	To have experience of confidently and pro-actively promoting learning services.
	Ability to travel as required in local area.	
	Ability to work with a wide range of people, both within the museum and the local community.	
	To be confident of working both in a team and on own initiative.	
	Methodical, thorough and able to work to deadlines.	
	Ability to plan, organise and prioritise own work.	
	Willingness to work some evenings, weekends and Bank Holidays as required.	
	To work in a non-discriminatory way within an equal opportunities framework.	