

**Job Description**

**Learning and Participation Officer**

As a key member of the Museum’s team of staff and volunteers, you will:

* Lead on implementing the Museum’s Learning Strategy to embed lifelong learning, working closely with the Director.
* Deliver high quality multi-platform learning activities for a wide range of audience~~s~~ drawing on the Museum’s collections, local and social history of the area. To include formal/curriculum-based learning for pre-schools, schools, and colleges, prioritising primary schools, and informal learning, life-long learning and outreach activities for all ages and abilities.
* Build audiences and profile for the museum in collaboration with the museum team, developing and delivering an engaging activities programme, including e.g. lectures, holiday activities and demonstrations, on and off site.

**Key Responsibilities**

**Learning and Outreach:**

* Manage and administer all Museum learning activities to meet annual performance targets.
* Prepare and deliver to high standards, learning resources targeted to meet current National Curriculum and specific audience needs.
* Manage and administer the learning loans service to provide relevant learning resources meeting the needs of schools and other users.
* Manage and deliver safe family learning.
* Manage and develop the activities programme to engage and attract new audiences.
* Manage and administer the reminiscence service, working with local external organisations and agencies.
* Understand audience needs through effective consultation, review and evaluation mechanisms for all learning activities.
* Keep abreast of and respond appropriately to local, national, and regional initiatives relating to museum learning.

**People Management:**

* Manage/motivate a team of learning, events and reminiscence volunteers, ensuring that they receive appropriate training and support.
* Manage team rotas/schedules to provide adequate support for school workshops and events, and cover for reminiscence sessions.
* Maintain, implement and update the museum’s Safeguarding Policy, procedures and practices, complying with any legal changes.

**Finance:**

* Manage agreed budgets, ensure income targets are met, and report performance.
* Work with the Director to seek/secure external funding for specific projects.

**Marketing:**

* Effectively communicate our learning offer and resources to local schools to maximise take up.
* Communicate our reminiscence offer to local care and residential homes.
* Work with other staff to promote the learning service and events programme.

**Administration:**

* Maintain electronic records, booking systems, diaries and rotas.
* Respond to learning service and other museum enquiries.
* Ensure all activities and events comply with Health and Safety legislation.
* Keep workspaces and resources tidy and organised.
* Be a key holder and act as duty manager in rota with others.

**The post holder may be required to undertake other duties commensurate with the post’s grade, range, nature and level of responsibility.**

**Accountability**

The Learning and Participation Officer reports to the Director

**Conditions of Service**

**Salary:** £25,000

**Location:** Based at Tiverton Museum of Mid Devon Life, with some work in schools and other off-site venues.

**Hours of work:** 37.5 hours per week, 9:00-5:00 with occasional evening or weekend work.

**Contract:** 2 years with the potential to become permanent subject to funding and future development.

**Leave:** 20 days plus Bank Holidays. The museum is closed between Christmas and New Year with extra days leave to accommodate this.

## **Probationary period** There is a probationary period of two months.

**Notice period:** Two calendar months.

**DBS check:** an enhanced criminal background (DBS) check via the disclosure procedure is required.

**Person Specification**

**Experience**

Essential

* Demonstrable experience of working in a learning environment.
* Proven experience of delivering a busy programme of learning activities for a range of ages and abilities.

Desirable

* Demonstrable experience of working in a museum.
* Managing and administering learning programmes and projects, including budgets and resources.
* Delivering learning sessions linking to local history/museum collections and the National Curriculum.
* Experience of working closely with volunteers.
* Preparing promotional information.
* Experience of generating income through activities.
* Experience of acquiring external funding for projects and activities.

**Qualifications**

Desirable

* Degree level or equivalent experience.

**Knowledge/skills**

Essential

* Good knowledge of the National Curriculum.
* Excellent communication and organisational skills.
* Computer literate: able to use word processing and spread sheet programmes to keep records for bookings, rotas and budgets, and to effectively communicate with volunteers, schools, funders and others.
* Able to review and evaluate activities to inform change and improvement.
* Able to prepare written reports for funders and trustees.

**Personal Attributes**

Essential

* Able to work in a fast-paced environment on multiple projects and activities, including being flexible and adaptable to new situations.
* Able to travel as required in local area.
* Able to work with a wide range of people, both within the museum and the local community.
* Confident working both in a team and on own initiative.
* Methodical, thorough and able to work to deadlines.
* Able to plan, organise and prioritise own work.
* Committed to diversity and inclusion within an equal opportunities framework.
* Committed to professional development and maintaining knowledge of current issues and practice

Desirable

* Experience of promoting learning services.