

<b>Job Title</b>	<b>Learning Officer</b>
<b>Reports to</b>	<b>Director of Museum</b>

### **Purpose of Job**

The purpose of this job is to take responsibility for both formal and informal learning programmes at the museum. The role has the capacity to be developed further and the post holder is expected to take the lead on developing, delivering and evaluating programmes, making appropriate adjustments to meet the needs of schools and the curriculum.

The post holder must work collaboratively with other museum staff and volunteers to ensure that learning has an intrinsic relationship with the building, its collections and gardens, including its significance in the social history of its community.

The role involves bringing innovation and creativity to the continual invention of programmes in keeping with the school curriculum, local historic events, national trends and special requests.

### **Key tasks and responsibilities**

#### **Developing audiences**

- *To develop and maintain an excellent and current understanding of best practice within museum and heritage learning and disseminate this to museum staff, trustees and volunteers.*
- *Keep up to date with changes and developments in all areas of statutory and informal Lifelong Learning.*
- *Keep up to date with the Early Years Foundation curriculum, National Curriculum and Adult Core Curriculum to inform future projects and developments.*
- *Build and maintain an excellent dialogue with local schools and teachers, as well as other critical partners, collaborating over their needs and offering creative ways to deliver them.*
- *Seek, develop and maintain effective relationships with other external authorities, providers and agencies with potential beneficiaries, to design and develop programmes that contribute to well being and to lifelong learning in relation to the core purpose of the museum.*
- *Evaluate all the museum's learning activity using the 'Inspiring Learning for All' framework and the generic learning and social outcomes, and develop and implement action plans resulting from evaluation results.*

- *Maintain good networks with other Heritage Learning and Outreach officers within the sector to share and stimulate ideas.*

### **Programme Delivery**

- *Collaborate with customers and museum staff to design and structure programmes to meet their objectives, ensuring they are of high quality and in keeping with the reputation and credibility of the museum.*
- *Using collections and artefacts from the museum, create innovative and new ideas about how they could be incorporated to promote learning and enjoyment.*
- *Agree the programmes with the Director and collaborate with museum staff and volunteers in the planning and organising to ensure effective delivery.*
- *Ensure compliance with booking procedures for the programme schedule and use of the building and learning centre, ensuring excellent communications over arrangements.*
- *Risk assess the learning programmes in the environment in which they are to be delivered for their particular audience.*
- *Ensure that Booking Packs are collated and are ready to send out in response to enquiries.*
- *Manage, supervise and appraise a team of voluntary learning assistants, providing appropriate training and support, ensuring that they are confident and competent to deliver and support delegated aspects of the programme.*
- *Organise rotas in advance and troubleshoot over any problems.*
- *Ensure effective preparation and planning for smooth delivery on the day, collecting all artefacts and resources in advance and storing safely afterwards.*
- *Arrange for specified hospitality associated with the programme and ensure clearing up afterwards in preparation for the following day.*
- *Make any amendments to programmes as a result of evaluations as seen fit.*
- *Develop, co-ordinate, administer and manage the loans box service and learning handling collection.*
- *Take responsibility for the marketing and promotion of the museum learning service in general as well as its individual programmes, projects, events and other activities using appropriate and varied methods of communication relevant to a diverse audience.*
- *Collaborate with the curator over web site content and promotions*

### Learning Service Management and Development

- *Evaluate all delivered programmes and collate results each quarter for a report to Director and Trustees.*
- *Develop, monitor and review the Museum's policies and plans relating to Learning, Access and Safeguarding.*
- *Seek funding to support specific projects or areas of learning when appropriate and respond to funding offers as and when they occur if their criteria fit current Learning Service priorities as specified in the Forward Plan.*
- *Manage the learning budget effectively, reporting monthly on status to Director.*
- *Develop income streams as and when appropriate to support the sustainable future of the museum, agreeing any contracts or arrangements and negotiating costs with support of Director.*
- *Assist with putting together project plans for funding bid submissions specifying plans for Learning Service, monitoring progress and keeping Director informed.*
- *Ensure robust project plans are drawn up for developing joint initiatives with partners, understanding implications for the museum and ensuring capacity to deliver.*
- *Assist with evaluation of funded projects and bids to meet monitoring requirements*
- *Support and assist the Director in managing specific Learning service funding streams as delegated, e.g. HLF or National Lottery, in compliance with their specification and requirements, producing written reports as required.*

### General

- *Assist with ongoing training and development of volunteers.*
- *Develop positive relationship with trustees and make museum accessible to them on an informal basis.*
- *Act as an ambassador for the museum, enhancing its reputation and profile within the community and with partners and stakeholders.*
- *Act in an advocacy role in respect of the role of the museum and impact on people's lives, facilitating the development of learning programmes.*
- *Ensure own compliance with health & safety policies for the museum.*
- *Assist in ensuring compliance with health and safety policies and procedures, across all groups.*



## Job Specification – Learning Officer

- *Act as a role model in encouraging a code of conduct that supports personal credibility, integrity and confidence in the future of the museum.*

*SJ/January 2018*