

Learning Officer

JOB DESCRIPTION & PERSON SPECIFICATION



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JOB DESCRIPTION

Job Title:	Learning Officer	Responsible to:	Curator
Hours:	22.5 hours per week	Responsible for:	Freelance education workers, learning volunteers and work placements
Location:	Ely Museum	Salary:	£22,000-23,500 per annum, pro rata dependent on experience
Key relationships/ liaison with:	Teachers and Headteachers, Volunteers, Museum Learning Officers in Cambridgeshire, Prickwillow Engine Museum and GEM.		

Purpose of the Role:

- To lead upon the design, delivery and co-ordination of key learning programmes and projects on behalf of Ely Museum, in consultation with local schools.
- To facilitate the running of workshops and e-learning using museum resources and objects.
- To promote and publicise the learning services both in-person and online.
- To work with, recruit and train volunteers and freelancers to enhance and support the education service.
- To collaborate with other local organisations as appropriate, eg Babylon Arts, Stained Glass Museum, Oliver Cromwell's House, Ely Cathedral.

Key Delivery Outcomes of the Role:

- Deliver and evaluate effective, engaging curriculum-based learning workshops and resources for schools, both at the museum and through outreach and e-learning,
- consult and liaise with teachers and schools, working collaboratively with them, responding to changing needs and circumstances and designing new resources where necessary.
- Publicise and promote the museum's learning offer to schools through a variety of successful marketing strategies including devising and producing promotional literature and keeping the website up to date.

- Design and produce educational support material for teachers including the development of loan boxes and on-site trails.
- Actively seek out new volunteers/ freelance teachers and act as a key point of liaison for volunteers/ work placements and provide educational training and professional guidance as needed.
- To support Prickwillow Engine Museum with the planning and marketing of their learning offer and to provide advice to them as required.
- Manage assigned budgets to meet expenditure and income targets.
- Maintain accurate and relevant records.
- Ensure compliance with Health & Safety and safeguarding including the development of, adherence and review of appropriate risk assessments.
- Collate appropriate reports as required for the Curator and Trustees.
- Assist with promotional events and keep up to date with current legislation, best practice and developments with the Museum and the nature of the post.
- Work with the museum's small staff team to ensure the successful running of the museum
- Undertake professional development and training in accordance with the requirements of the post.

Additional Conditions:

- Ely Museum is committed to safeguarding and promoting the welfare of children, young people and adults at risk. This post is identified as involving working with these groups or is a position of trust. Employment is subject to an acceptable DBS certificate. Further guidance will be provided at the appropriate stage of the selection process.
- It is expected that the Learning Officer will, at times, undertake lone working in the Museum.
- The Old Gaol operates a strict no smoking policy.

General Accountabilities:

- Work in compliance with the Codes of Conduct, Regulations and Policies of Ely Museum as well as their commitment to Equal Opportunities.
- Be responsible for own safety and not endanger that of colleagues/ visitors.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
Education & Training	
Three A level qualifications (or equivalent)	A degree/ NVQ Level 4 (<i>or equivalent</i>) in relevant subject area (<i>e.g. history, archaeology</i>). Professional Museums Qualification and/ or a Teaching qualification
Knowledge & Experience	
Demonstrable professional experience of delivering learning programmes in a museum or school environment.	Minimum of 2 years' experience of working in a museum or heritage organisation to develop and deliver curriculum-based learning programmes to schools.
Proven ability to identify appropriate methods and strategies for communicating effectively with schools and teachers.	Experience of leading a team of volunteers.
Proven ICT skills with the ability to use Internet, e-mail and Word and Excel.	Experience of using and creating e-learning resources and teaching remotely
An understanding of National Curriculum requirements.	Experience of working with children with special educational needs.
Experience of managing own workload.	Experience of making grant applications.
Abilities & Aptitudes	
Proven ability to communicate effectively, both verbally and in writing.	Ability to prioritise effectively.
Excellent time management skills and self-motivation.	Enthusiasm and interest in the work of museums.
A creative and flexible approach to problem solving and prepared to be 'hands-on'.	Proven ability to manage budgets effectively.
Willingness to be flexible and undertake some evening and weekend work.	Full driving license and access to a vehicle.

Ability to travel around the District and to deliver outreach at schools.

Ability to work upon own initiative, independently and as part of a team.

ADDITIONAL INFORMATION

Ely Museum is an independent museum and a Charitable Incorporated Organisation. The Trust was formed in 1972 and the museum first opened to the public in 1975. Ely Museum moved from the High Street to the Old Gaol in 1997. The museum closed for a £2.2m NLHF funded refurbishment in September 2019 and hopes to reopen early in 2021.

The Museum tells the story of the landscape of the local area and the lives of the people who have lived there. Displays cover the Jurassic to the 21st century, in a hands on and creative way. The newly built Aedwen room provides a light, flexible and inspiring space for teaching and learning. The Museum has full Accreditation with Arts Council England.

The museum has a well established service for schools and offers a range of curriculum-focused learning workshops and resources - mainly to primary schools, but also to a few secondary schools. The service is fortunate to be supported by a team of experienced and knowledgeable volunteers. Excellent relationships with teachers and local networks have been developed and the museum has the support of a teachers panel who help to shape the learning offer.

Since March 2020 staff have modified existing sessions in order to be able to continue offering workshops to schools during the pandemic. A high quality programme of 'virtual visits' incorporating livestreaming, video and loans boxes is currently available.