



Title: Learning Officer

Department: Visitor Experience

Responsible to: Head of Visitor Experience

Responsible for: Freelance staff and Learning Volunteers as appropriate

Contract: Part-time permanent. 22.5 hours per week. Tuesday - Friday. Some weekend and evening working required.

Salary: £12,240 per annum

Holiday: 17 days (inclusive of public holidays)

The Learning Officer will be responsible for leading the continuing development and delivery of the American Museum & Gardens varied and exciting learning offer. They will provide outstanding learning experiences for students of all ages and continue to develop new workshops and resources in line with National Curriculum requirements and in partnership with schools and universities.

They will work to promote the learning service, using a creative approach to digital learning opportunities to increase the Museum's reach.

They will also provide consultative support and engage with other Museum projects/operations.

Main Duties of the Post:

Learning Programmes:

- Develop engaging, collections-focussed learning experiences for students from Early Years to postgraduate level.
- Deliver learning programmes, both on-site and outreach.
- Maintain educational partnerships and foster new ones with schools, universities, museums, and other organisations.
- Explore opportunities offered by digital technology and new media, including the development of digital learning resources, updating the learning elements of the Museum website, and providing content for the Museum's online presence.
- Develop and deliver teacher CPD events and promote the learning service at key history conferences.
- Follow all Museum health and safety and safeguarding policies.
- Work with the Events Officer to deliver family focused events and workshops during the school holidays and support the events programme as necessary.

Community Engagement:

- Work with Head of Visitor Experience to deliver collaborative projects that widen access to our collections and site, and engage people who face barriers to participation
- As the Museum's community engagement lead, work with other partner organisations to deliver community engagement projects.

Relationships and Communications:

- Promote and market learning programmes.
- Manage, train, and support freelance workers and volunteers as appropriate.
- Develop and maintain collaborative relationships with the Museum's partner organisations (Bath Spa University, Bath Preservation Trust, The Holburne Museum, University of Bath, Bath Spa University, etc.) .

Other Duties:

- Manage the Learning Department handling collection and resources.
- Carry out risk assessments for all learning activities and manage health and safety accordingly.
- Record, monitor, and evaluate participation in the learning programme.
- Manage learning budgets.
- Contribute content to Museum publications, website, and blog, and social media accounts.
- Be accountable for own development through the performance and development review process, seeking out opportunities to learn new skills.
- Work within terms of contract of employment and adhere to the American Museum & Garden's policies and procedures.
- Undertake other duties as appropriate to the Museum operation.

Person Specification (E= essential, D= Desirable):**Skills and abilities:**

- Outstanding teaching and facilitation skills (E)
- Ability to develop good rapport with learners of all ages, abilities, and learning styles (E)
- Ability to motivate students and differentiate sessions to respond to the needs of varied learners (E)
- Excellent communication skills, both written and verbal (E)
- Excellent organisational and problem-solving skills, with proven ability to work to deadlines, forward plan and manage own time effectively (E)
- Ability to manage, motivate, and support freelance staff and volunteers (E)
- Calm under pressure and ability to adapt to changing work environments (E)
- Full, clean UK driving license/ ability to travel in the South West (E)

Knowledge and Experience:

- A degree (or equivalent experience) in a relevant field (E)
- Teaching qualification or Museum/ Heritage Studies qualification (D)
- Proven track record of developing and delivering formal learning programmes (E)
- Good understanding of the principles of formal learning in heritage settings (E)
- Experience of creating risk assessments, health and safety/child and vulnerable adult safe guarding policies and procedures (E)
- Relevant IT skills e.g. proficient user of Outlook, Microsoft Office, databases, social media etc. (E)
- Experience of delivering collaborative community engagement projects and working with 'hard-to-reach' audiences (D)
- Good understanding of the principles and practice of evaluation (D)
- Proven track record of budget management (D)
- Proven track record of working to Key Performance Indicator targets (financial and other) (E)

Personal attributes:

- Creative and innovative approach to heritage learning (E)
- Commitment to equalities and diversity and an understanding of how it relates to the role (E)
- Enthusiasm for heritage and art collections, and interest in the American Museum & Gardens (E)
- Commitment to continuing professional development (E)

Please note that this post involves working with multi-use rooms and will involve some lifting and carrying furniture.

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff to share this commitment. This post is subject to a DBS check which will be carried out if your application is successful. We will also require two written references from the successful applicant.

The American Museum & Gardens is an Equal Opportunities employer.

To apply

Please send a C.V. and covering letter, telling us why you are applying for the post and outlining how you meet the person specification, to:

Jon Ducker, Head of Visitor Experience

American Museum & Gardens, Claverton Manor, Bath, BA2 7BD or email:
jon.ducker@americanmuseum.org

Deadline for applications is Wednesday 27 February at 9am, with interviews taking place on Tuesday 12 March 2019. If you've not been contacted by Friday 8 March, please assume you have not been successful.

We are unable to offer feedback at this stage of the application.