



## JOB DESCRIPTION

<b>Job title</b>	Learning and Engagement Officer
<b>Responsible To</b>	Museum Director
<b>Responsible For</b>	Casual learning facilitators, learning volunteers

### **Key Purpose of Job**

To run the formal learning programme for EYFS to HE-level students and to maximise opportunities for lifelong formal and informal learning, including for families, community groups and other visitors.

### **Main duties & Responsibilities**

- Develop and deliver formal learning activities and workshops in line with the National Curriculum using the Museum collections as inspiration; ensuring that all sessions are delivered to a high standard.
- Administer the learning programme and budget.
- Liaise with schools, colleges and teachers to understand their needs, co-create opportunities for learning and promote visits to the Museum.
- Create and maintain educational resources for visitors, schools, families and special interest groups.
- Supervise, train and monitor casual learning facilitators and learning volunteers.
- Facilitate activities and events for and with local community groups, including outreach, to help expand the museum's audience and social relevance.
- Monitor and evaluate formal and informal learning activities in order to improve the service.
- Ensure all legal requirements are met for working with children and young people, in particular upholding Safeguarding and Health & Safety policies.
- Contribute to the work of the Access and Inclusion and Safeguarding Committees and act as one of the Designated Safeguarding Officers.
- Cover essential duties, including covering for the Duty Manager, keyholder or Office administrator in the absence of other staff.
- Undertake other relevant duties as reasonably required by the Museum Director.

## **Person Specification**

### **Essential**

- Teaching experience
- Experience of working with volunteers
- Organised and proactive, with a genuine enthusiasm for outdoor museum learning
- Adaptable and practical with a proven ability to manage multiple priorities
- A keen interest in delivering learning activities that engage people with the collections at Amberley Museum

### **Desirable**

- Experience of developing learning sessions for all ages, preschool through to adult
- Experience in museum or heritage learning
- Experience of outreach
- Experience of liaison with teachers and community groups
- Understanding of health & safety and safeguarding considerations that would be relevant to the delivery of learning activities at Amberley Museum