



The Stained Glass Museum

The South Triforium, Ely Cathedral, Ely, Cambridgeshire, CB7 4DL

www.stainedglassmuseum.com

JOB DESCRIPTION

Learning Officer (Maternity Cover)

Job Ref:	EO17
Contract:	Fixed Term 1 Year (Maternity Cover) (Part-time 2 days a week)
Starting salary:	£21,500 pro rata
Start date:	1 November 2017

The Stained Glass Museum is looking for a pro-active, skilled and enthusiastic person for the Maternity Cover post of Learning Officer to promote and deliver its high-quality learning and education programme. The Learning Officer is responsible for devising, developing and delivering the Museum's formal and informal learning activities for a wide variety of audiences, including schools, adult and special needs learners, and families. In particular you will be responsible for organising school visits, developing educational workshops and activities, learning materials, teaching aids and loans boxes linked to the National Curriculum for all key stages (principally Key Stages 1-2). The post is based at the Stained Glass Museum, although you will occasionally be required to undertake outreach work outside of the Museum.

Applicants should hold a degree or equivalent, in a subject relevant to the Museum's collection (eg, Art History or Science) and have experience of teaching and developing resources and outreach activities in a museum or similar environment. Applicants should have excellent oral and written communications skills, and will need to demonstrate that they can explain relevant artistic techniques, scientific and historical concepts to a wide variety of audiences. Applicants will also need to have strong administration and IT skills, the ability to successfully promote and market educational activities, manage schools bookings and budgets, collate data and undertake consultation with schools and other partners to gain feedback and identify areas for improvement. Applicants will also need to have good time management, organisation and planning skills, the ability to work effectively as part of a small team and the ability to liaise with teachers and network with local schools and other education and learning officers in the heritage sector.

Volunteer management is a key aspect of the role, as many of our learning activities are delivered with help from a team of skilled volunteers. A flexible approach is necessary as occasional evening or weekend work may be required for events. You will also be expected to attend relevant internal and external meetings, e.g. Cambridgeshire Heritage Education Group (CHEG), and training sessions to keep informed about Safeguarding, Health and Safety and changes to the National Curriculum.

The Learning Officer is line managed by the Museum's Curator and reports to the Museum's Trustees on a quarterly basis. The Learning Officer will need to work closely with Learning/Education Officers at both Ely Cathedral and Ely Museum to organise and deliver combined school visits to the Stained Glass Museum and one or both of these attractions.

This position will be subject to an enhanced DBS Disclosure.

Please see [Job Description](#) for more details of the role. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the museum to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible the museum reserves the right to make reasonable changes after consultation.

About The Stained Glass Museum

The Stained Glass Museum is the only Museum dedicated to stained glass in the UK. It has a national collection of stained glass windows, associated designs, cartoons and tools which tell the story of the development of this unique art form from the 13th century to the present day. Located in the south triforium of Ely Cathedral (accessed by a staircase of 40 steps), the Museum is an independent accredited museum and registered charity (1169842) governed by a Board of Trustees and managed by a small team of staff. Further information about the Museum can be found at www.stainedglassmuseum.com

The Stained Glass Museum values diversity and is committed to equality of opportunity.

The Stained Glass Museum has a responsibility to ensure that all employees are eligible to live and work in the UK.

How to Apply: Application is by CV and a supporting statement outlining the reasons for your interest in the post and why you believe yourself to be suitable. Applicants are required to provide details of two referees. The first referee should be your current or most recent employer. For shortlisted candidates, references will be taken up prior to interview unless you advise that you do not wish us to do so. Please include your full contact details including daytime and evening telephone numbers. Applications by email should be sent to curator@stainedglassmuseum.com. Applications by post should be sent to:

Dr Jasmine Allen, Curator, The Stained Glass Museum, South Triforium, Ely Cathedral, Ely, CB7 4DL
Or by email to curator@stainedglassmuseum.com

The closing date for applications is midday on Friday 15 September 2017.

Interviews will take place on Thursday 28 September 2017.

The Museum is unable to reply to every application. If you do not hear from us within 1 week after the closing date, you should assume that you have not been shortlisted for interview.



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info@stainedglassmuseum.com / 01353 660347

PERSON SPECIFICATION

Learning Officer

Essential	Desirable
<i>Education & Training</i>	<i>Education & Training</i>
A relevant degree/NVQ level 4 (e.g. history, art, science, art history) or equivalent proven experience	Professional Museums Qualification
<i>Knowledge & Experience</i>	<i>Knowledge & Experience</i>
Professional experience delivering engaging and inspiring learning programmes in a museum, school or similar environment.	2 years' experience working in a museum or the heritage industry to deliver curriculum based learning programmes to schools.
Proven ability to identify appropriate methods and strategies for communicating effectively with school-aged children.	Experience of working with disabled people
Basic IT and administration skills.	
An understanding of the requirements of the National Curriculum.	Awareness of conservation issues in museums
Awareness of health & safety and safeguarding issues	Proven experience of carrying out risk assessments
<i>Abilities & Aptitudes</i>	<i>Abilities & Aptitudes</i>
Proven ability to communicate effectively to a variety of audiences, both verbally and in writing	Enthusiasm and interest in museums, galleries and the heritage sector
Ability to manage and train volunteers to help deliver education programmes	Experience of leading a team of volunteers
Excellent time management skills and self-motivation.	Ability to prioritise effectively
A creative and flexible approach to problem solving and preparedness to be hands-on.	Experience of making grant applications
Proven ability of controlling and managing budgets effectively	
Willingness to undertake some evening and weekend work (time off in lieu applies)	
Current full driving licence and access to a vehicle.	
Ability to work independently under own initiative and within a team.	
Ability to produce promotional and evaluation materials as required.	
Ability to build on, maintain and develop established links and networks with local schools and other organisations.	