

Learning & Community Engagement Officer (P/T)

Job Description

Overall purpose of the job

The Learning & Community Engagement Officer is the sole post holder responsible for 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. This primarily involves organising and leading school visits, developing educational workshops and activities, learning materials, teaching aids and loans boxes linked to the National Curriculum for all key stages (principally delivery for Key Stages 1-2). The post is based at The Stained Glass Museum, although the Learning Officer will occasionally be required to undertake outreach work outside of the Museum.

Main Duties and Responsibilities

Learning Programme

- Develop and deliver the museum's learning programme, both formal and informal, on-site and digital;
- Facilitate, market and evaluate school visits, deliver Arts Award and related educational workshops for all key stages;
- Develop family learning activities, and deliver SGM minis for under 5s, and glass fusing sessions for under 16s;
- Work in partnership with local organizations to deliver and participate in local community outreach events (e.g. Apple Day, Window Wanderland, Eel Day);
- Design and develop teaching resources, loan boxes and outreach activities for schools and informal family learning;
- Keep up with developments in the National Curriculum as well as new learning tools and strategies to ensure the museum's learning programme meets teachers' needs;
- Develop and market digital learning resources for schools and families;
- Undertake consultation with schools and other partners to help develop and improve the museum's learning programme and resources;
- Utilize the museum's existing collections, assets and offer to maximum benefit as well as exploring collaborative possibilities with existing partnerships, developing new partnerships where necessary.

Financial Management & Administration

- Manage and co-ordinate school visits, including taking bookings (gaining permissions for visits and coordinating with other museums/attractions where necessary) completing risk assessments, and invoicing for visits;
- Budget monitoring and expenditure tracking;
- Keep accurate financial records of project expenditure for funders, including receipts of all expenses and payments received for budgeting and financial reporting purposes;



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- Apply for grant funding to enable further development of learning and community engagement programme, and to fund new projects and contribute to evaluation of funded projects as required.

Benchmarking and Evaluation

- Keep an accurate record of engagement and visits, collating and analyzing both qualitative and quantitative data for benchmarking purposes;
- Undertake consultation with schools and other partners to gain understanding of needs, feedback and identify areas for improvement;
- Evaluate the success of pilot activities, adapting session plans, resources and materials in response to the evaluation and feedback process.

Strategic Learning plan and other support

- Contribute to laying the foundations for a sustainable strategic learning plan for the museum, and, in conjunction with the Director, set realistic annual budgets and targets for delivering the museum's Learning plan, identifying any funding and other resources required.

Health & Safety/Safeguarding

- Ensure the museum's Safeguarding policy and procedures and relevant risk assessments are up-to-date;
- Carry out risk assessments for all educational activities and report Health and Safety concerns to the Director and Curator or appropriate member of staff/Trustees;
- Attend training sessions to keep informed about Safeguarding, Health and Safety and ensure relevant safeguarding training is provided to staff and volunteers;
- Act as the Safeguarding Officer for the Museum;
- Advise the Director and Trustees on any changes relating to Safeguarding.

Volunteer management

- Manage and recruit a small team of volunteers to help deliver the Museum's learning programme. You may also, from time to time, be responsible for supervising work experience students.
- As part of this volunteer management you will be expected to brief and train volunteers appropriately and responsibly, to maintain volunteer agreements and record volunteer hours.

Marketing

- Promote and market the Museum as a destination to schools, other formal and informal learning groups and the public throughout the year using leaflets, websites and other forms of communication.
- Help promote the Stained Glass Museum as a key learning resource and centre to the wider public.

Networking and Advocacy



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- Liaise with teachers, network with local schools and other education and learning officers in the museum and heritage sector to build on, develop new and existing links and networks with local schools and other relevant organisations.
- Attend relevant internal and external meetings, e.g. Cambridgeshire Heritage Education Group (CHEG), and make use of training and resources provided by sector champions, e.g. SHARE East and GEM, the voice for heritage learning.

Reporting Structure

The Learning Officer is line managed and supported by the Museum's Director and provides a written report to the Museum's Trustees on a quarterly basis.

Key Working Relationships

The Stained Glass Museum's Learning & Community Engagement Officer will need to work closely with Learning 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.

The Learning & Community Engagement Officer will also work with teachers and schools, as well as leaders of other community, formal and informal learning groups.

It is expected that the Learning & Community Engagement Officer will also develop working relationships with other local community arts and heritage organisations.

Person Specification

Essential

- Educated to degree level;
- Track record as an outstanding deliverer within the learning and participation field, with a creative and innovative approach and a proven ability in a similar role / organisation;
- At least three years' successful experience of working in a museum, heritage, gallery, interpretation or other similar environment organising learning and participation projects;
- Experience of working with young people of a wide variety of ages, abilities and backgrounds;
- Working understanding of Object Based and Discovery Learning, and an awareness of how these can be applied to museum collections;
- Knowledge and understanding of current learning theory, in both formal and informal environments, with a thorough awareness of best practice in a museum, heritage, gallery, interpretation or other similar environment;
- Knowledge and understanding of community engagement/outreach work;



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- Strategic thinking and being able to see the big picture and plan long term priorities accordingly;
- Experience in budget management and monitoring, evaluation and reporting;
- A passion for engaging people as lifelong learners;
- Self-motivated individual who is as effective working on their own as within a team or as a leader;
- Ability to inspire and engage others, and lead creative thinking on broad curriculum areas, including history, art and craft, RE in multi-faith contexts and multi-disciplinary approaches;
- Experience of creating educational materials, sessions and resources with clear learning outcomes;
- High level written and oral communication skills, adept at communicating to a variety of audiences at all levels;
- Strong digital skills, with experience of delivery on digital platforms;
- Understanding of and commitment to equal opportunities, inclusion and cultural and religious diversity;
- Ability to lead and build small teams and manage and motivate others, as well as motivate themselves;
- Ability to inspire confidence and trust in schools, community organisations, learning partners and potential funders;
- Ability to cope with pressure and respond flexibly to demands; and
- Excellent organisational skills, able to prioritise and manage a diverse and demanding workload to meet targets and deadlines.

Desirable

- A relevant postgraduate qualification and/or teaching qualification;
- Arts Award training;
- Arts and crafts skills, especially glass related (useful but not essential)
- Knowledge of art history, science or stained glass (useful but not essential)
- An understanding of national, regional and local policy in relation to children and young people including a full understanding of the legal requirements for working with children and young people.