Learning & Community Engagement Officer (P/T)

Job Ref:	LCEO22
Contract:	Part-time (permanent), 22.5 hours/week
Starting Salary:	£24,500 (pro rata)
Start date:	As soon as possible (preferably by 1 March 2022)
Location:	The Stained Glass Museum, Ely Cathedral, Ely, CB7 4DL. The post will occasionally be required to undertake outreach work outside of the museum and some evenings/weekends.
Deadline:	**Monday 17 January 2022 (midday)**

Trustees of The Stained Glass Museum would like to invite applications for an experienced, pro-active, highly skilled and enthusiastic part-time Learning & Community Engagement Officer.

The appointed candidate is the sole post holder responsible for designing, marketing and delivering the museum's formal and informal learning programme. They will need to develop and adapt resources and session plans to help The Stained Glass Museum reach wider audiences and adapt to challenges presented by covid-19.

This challenging role will require a motivated strategic and creative thinker with outstanding communication skills, energy and the ability to inspire and engage others. Applicants should be organized with good administration and prioritization skills, and experienced in successfully developing and delivering Learning programmes in a museum, heritage, gallery, interpretation or other similar environment. This is a unique opportunity to bring your experience and creativity to make a real difference to a small arts organization.

In addition to designing and delivering educational activities around the museum's collection in a lively and imaginative way, the post holder will support the wider work of the museum, enabling a wide range of audiences to have an enjoyable and engaging experience. You will play a key role within the museum's small but dedicated team of paid staff, managed by the museum Director and Curator.

This is a part-time post (22.5 hours per week / 0.6 FTE). Days and times to be negotiated. The candidate will need to work on site at The Stained Glass Museum as well as off-site when required, and may be able to undertake occasional home working. This post will also involve occasional weekend working. Annual Leave is 28 days (pro rata).

This position will be subject to enhanced DBS check.

About The Stained Glass Museum
The Stained Glass Museum is an independent accredited museum and registered charity (CIO 1169842), located in the south triforium of Ely Cathedral (accessed by a staircase of 40 steps). It is a key attraction in the city attracting more than 26,000 visitors each year.

The Stained Glass Museum 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. Our permanent gallery displays over 125 stained glass panels at eye-level enabling visitors to have a rare close-encounter with the art of stained glass.

How to Apply:

Application is by CV (no more than 2 pages) and a supporting statement (no more than 2 pages) outlining the reasons for your interest in the post and why you believe yourself to be suitable, and how you would propose approaching the role. Applicants are required to provide details of two referees who know your employment and your work. 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 should be sent to Jasmine Allen, Director and Curator, The Stained Glass Museum, via email curator@stainedglassmuseum.com.

Deadline: Closing date for applications is midday <u>Monday 17 January 2022</u>

Interviews and Shortlisting:
It is expected that shortlisted candidates will be invited for interview on:
Monday 31 January / Tuesday 1 February / Wednesday 2 February 2022.

The Museum is unable to respond to every applicant. If you do not hear from us within 2 weeks after the closing date, you should assume that you have not been shortlisted for interview.