



Learning Officer (P/T)

Job Description

Job Title:	Learning Officer	Responsible to:	Director and Curator
Hours:	22.5 hours per week	Responsible for:	Learning volunteers and work placements, freelance education workers (where appropriate)
Location:	The Stained Glass Museum, South Triforium, Ely Cathedral, CB7 4DL	Salary:	£24,500 per annum, pro rata
Key relationships/ liaison with	Teachers and Headteachers, Volunteers, Ely Cathedral Learning Team, Museum Learning Officers in Cambridgeshire, East Cambs LCEP, CHEG, GEM.		

Purpose of the Role

- To lead upon the design, delivery and co-ordination of key learning programmes and projects on behalf of The Stained Glass Museum, in consultation with local schools.
- To facilitate the running of workshops and e-learning using museum resources and objects.
- To promote and publicise the learning services both in-person and online.
- To work with, recruit and train volunteers and freelancers to enhance and support the education service.
- To collaborate with other local organisations as appropriate, e.g. Babylon Arts, Ely Cathedral, Ely Museum, and Oliver Cromwell's House.

Key Delivery Outcomes

- Manage and co-ordinate school and other learning visits, completing bookings, risk assessments, and invoicing.
- Deliver and evaluate effective, engaging curriculum-based learning workshops and resources for schools, both at the museum and through outreach and e-learning,
- Consult and liaise with teachers and schools, working collaboratively with them, responding to changing needs and circumstances and designing new resources where necessary.
- Publicise and promote the museum's learning offer to schools through a variety of successful marketing strategies including devising and producing promotional literature and keeping the website up to date.



THE STAINED GLASS MUSEUM

- Design and produce educational support material for teachers including the development of loan boxes and on-site trails.
- Actively seek out new volunteers/ freelance teachers and act as a key point of liaison for volunteers/ work placements and provide educational training and professional guidance as needed.
- Manage assigned budgets to meet expenditure and income targets.
- Maintain accurate and relevant records.
- Ensure compliance with Health & Safety and safeguarding including the development of, adherence to and review of appropriate risk assessments.
- Collate appropriate reports as required for the Curator and Trustees.
- Assist with promotional events and keep up to date with current legislation, best practice and developments with the Museum and the nature of the post.
- Work with the museum's small staff team to ensure the successful running of the museum.
- Undertake professional development and training in accordance with the requirements of the post.

Additional Conditions:

- The Stained Glass Museum is committed to safeguarding and promoting the welfare of children, young people and adults at risk. This post is identified as involving working with these groups or is a position of trust. Employment is subject to an acceptable DBS certificate. Further guidance will be provided at the appropriate stage of the selection process.
- It is expected that the Learning Officer will, at times, undertake lone working in the Museum.

General Accountabilities:

- Work in compliance with the Codes of Conduct, Regulations and Policies of The Stained Glass Museum as well as their commitment to Equal Opportunities.
- Be responsible for own safety and not endanger that of colleagues/ visitors.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.



PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
Education & Training	
Three A level qualifications (or equivalent)	A degree/ NVQ Level 4 (or equivalent) in relevant subject area (e.g. history, archaeology). Professional Museums Qualification and/ or a Teaching qualification
Knowledge & Experience	
Demonstrable professional experience of delivering learning programmes in a museum or school environment.	Minimum of 2 years' experience of working in a museum or heritage organisation to develop and deliver curriculum-based learning programmes to schools
Proven ability to identify appropriate methods and strategies for communicating effectively with schools and teachers.	Experience of leading a team of volunteers.
Proven IT skills with the ability to use Internet, e-mail and Word and Excel.	Experience of using and creating e-learning resources and teaching remotely
An understanding of National Curriculum requirements.	Experience of working with children with special educational needs.
An understanding of Object Based and Discovery Learning, and an awareness of how these can be applied to museum collections	Experience of creating educational materials, sessions and resources with clear learning outcomes
An understanding of the legal requirements for working with children and young people.	Experience of making grant applications.
Experience of managing own workload.	
Abilities & Aptitudes	
Proven ability to communicate effectively, both verbally and in writing.	Ability to prioritise effectively.
Excellent time management skills and self motivation.	Enthusiasm and interest in the arts / museums / heritage sector.
A creative and flexible approach to problem solving and prepared to be 'hands-on'.	Proven ability to manage budgets effectively.



Willingness to be flexible and undertake some evening and weekend work.

Ability to travel around the local area and to deliver outreach at schools.

Ability to work upon own initiative, independently and as part of a team.

Full driving license and access to a vehicle

Ability to inspire confidence and trust in schools, community organisations, learning partners and potential funders.

Arts and crafts skills, especially glass related (useful but not essential)

ADDITIONAL INFORMATION

The Stained Glass Museum is an independent fully accredited museum and a Charitable Incorporated Organisation (charity no. 1169842). The Trust was formed in 1972 and the museum first opened to the public in 1979. The Stained Glass Museum moved from the north to the south triforium of Ely Cathedral in 1997-1999. The south triforium is located on an upper level of the Cathedral, accessed by a staircase of 40 steps. It is a key visitor 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.

The museum has a well-established core offer for schools with a range of curriculum focused learning workshops and resources - mainly to primary schools, but also to a few secondary schools. The service is fortunate to be supported by a team of volunteers. Good relationships with teachers and local networks have been developed and the museum is part of a newly established LCEP for East Cambs.

Our education and outreach programme has benefitted from recent investment from the Cultural Recovery Fund (administered through ACE) and small one-off grants from trusts and foundations.

This post is currently vacant, but the museum has continued to offer a reduced number of workshops to schools in spring and summer 2022 led by museum staff and volunteers.