

MUSEUM OF THE HOME

Job Description

Job title: Learning Officer
Salary range: £25,000 to £26,000, 5 days per week. We also welcome applications for flexible working.
Reporting line: Creative Learning Producer

Job Purpose

The Learning Officer will have a key role within the Creative Learning Team, devising programmes for schools and families, creating inspiring content, and collaborating with the Museum's local communities in line with the Museum's Artistic Strategy.

The role will be responsible for developing and delivering innovative and inclusive learning programmes for school children, including children with SEND, and delivering co-production projects and interpretation across families and young people. They will manage and deliver one-off collaborative projects with these audiences. As part of a small team, the Learning Officer will work collaboratively with colleagues on museum-wide initiatives, providing expertise to make the Museum friendly, accessible and inclusive for these audiences.

Main Responsibilities

Schools: (60%)

- Working with the Creative Learning Producer to deliver the schools programme, including artist-led and hands-on activities at the museum and in the gardens.
- Research and implement income generating and partnership opportunities to sustain and grow the schools offer.
- Manage the evaluation of the programme, taking forward recommendations for its development in consultation with teachers and children
- Recruit and manage freelancers, learning facilitators and volunteers.
- Establish and manage long term relationships with partner schools
- Develop creative learning sessions on environmental issues
- Support the Creative Learning Producer on the Discovery Garden Project
- Work with Visitor Experience and Operations to ensure smooth delivery of sessions and events and an excellent service to visitors

Families: (30%)

- Supporting the Creative Learning Producer to plan and deliver the family programme
- Research and implement income generating and partnership opportunities to sustain and grow the family offer

- Organising materials and equipment for activities
- Raising invoices for artists and facilitators

Youth (10%)

- Working with the Creative Learning Producer to deliver collaborative programmes with local youth organisations
- Supporting freelancers and maintaining relationships with partner organisations

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Key Performance Indicators:

- Achievement of participation targets
- Achievement of diversity participation targets
- Income generation of the family and schools programmes
- Delivery of projects on time and to budget
- Evidence of long-term impact on school children
- Effectiveness of internal relationships
- Quality of sessions
- Profile of the programmes
- Meeting schedules and budgets

Skills/Knowledge/Personal Attributes:

Essential:

- Experience in museum learning
- Experience of creating learning activities
- Computer literacy including ability to edit educational materials
- Good standard of written and spoken English, including the ability to write educational materials without errors of grammar, spelling, or punctuation, and to present articulately in person.
- Understanding and knowledge of the National Curriculum
- Project and budget management skills
- Creative and innovative with knowledge of different art forms
- Excellent knowledge of community collaboration and co-creation
- Administrative skills
- Organised and able to balance multiple priorities in a fast-paced environment
- A great communicator with strong influencing and negotiating skills

Desirable:

- Knowledge of environmental issues and how they affect domestic gardens
- Network of artists and creative practitioners
- Managing volunteers
- Creative learning skills including the ability to design and lead sessions
- Knowledge of garden design/ sustainable gardening

Our values at the Museum of the Home – how they are represented by this role:

- Collaborative – designing, managing and guiding others through collaborative processes
- Agile – responding to a changing environment and able to design flexible projects and programmes
- Risk-taking – creating new types of event and engagement opportunity in response to audience needs
- Creative – create high-quality creative resources, projects and events in response to the collection and produce creative projects with artists and audiences
- Eco active – Create learning sessions on environmental issues for school groups
- Inclusive/diverse – programme inclusive sessions and ensure diverse participation

Experience:

1 years' experience working at a museum, arts or heritage organisation.

Essential

- Experience working in an educational setting
- Experience working to National Curriculum requirements
- Experience designing and delivering collaborative projects or programmes with audiences
- Experience designing inclusive and accessible programmes, events and resources
- Experience creating innovative programmes in response to a theme, collection or exhibition
- Experience managing or commissioning artists, partners and freelancers
- Experience of evaluation

Desirable

- Fundraising and liaising with funders
- Volunteer recruitment experience

Other requirements:

DBS check, flexibility to work evenings/weekends, lone working.