

**JOB DESCRIPTION**

**JOB TITLE: LEARNING OFFICER**

**HOURS:** **36.5hrs P/W (5 days over 7), PERMANENT**

**SALARY:** c. **£22,500**

**REPORTS TO:** **LIFELONG LEARNING MANAGER**

**LOCATION:** **BLISTS HILL VICTORIAN TOWN, COALBROOKDALE AND OTHER SITES AS REQUIRED**

**FUNCTION:** To work within the Collections & Learning Team to effectively communicate the stories and collections of the Ironbridge Gorge Museum Trust through informal and formal learning programmes, workshops, events and activities.

The Learning Officer role will develop formal and informal programmes that focus on the subject areas of art and design, history and digital at all sites within the IGMT portfolio, as required and where relevant. Specifically, they will be responsible for delivering, with the Lifelong Learning Manager (LLM), a new school’s offer for the Coalbrookdale site and areas of the school’s programme at Blists Hill Victorian Town, an Early Years’ programme across IGMT, and, with the wider team, a new outreach programme for schools. The post holder will also work with the collections and marketing teams to develop digital content for a variety of audiences, support the collections team in the development of temporary exhibitions and new galleries, and work with site staff to develop new ways of engaging audiences.

The post holder will deliver the full school’s programme which encompasses workshops, activities and outreach sessions on Science, Technology, Engineering, Arts and Maths (STEAM), Design and Technology (D&T), History and digital learning across all sites, including outreach venues. They will also facilitate informal learning activities and sessions across IGMT for different and new audiences.

The post holder will work with and manage learning volunteers who will be recruited to support the department on a number of projects. The post holder will have to be adaptable and work innovatively – developing and delivering programmes in new ways to meet COVID-19 safety regulations.

**DUTIES INCLUDE:**

**Delivery & Development**

* To support the Lifelong Learning Manager in the development of formal learning workshops, and activities that meet the relevant parts of the National Curriculum – in particular History, Geography and STEAM subjects – and that will work for onsite delivery, outreach and remote (digital) learning.
* To deliver dynamic and innovative workshops and activities for schools and other learning groups.
* To support the Lifelong Learning Manager in the evaluation of the learning offer.
* To develop and support the Lifelong Learning Manager in the development of, informal learning programmes, activities, events, shows and workshops that meet the themes, collections and stories represented in the Ironbridge Gorge Museum Trust.
* To keep up to date with curriculum changes and developments in the sector regarding both formal and informal learning approaches.
* To support the Collections team with temporary exhibitions, interpretation, programming and activities.
* To work with the Learning Team and support the Lifelong Learning Manager in the delivery of the Learning Strategy.
* To be an enthusiastic and effective communicator to the public, and schools, providing excellent customer service and experience.
* To contribute to health and safety and security of the museums, working in liaison with the Health and Safety Officer, Operations staff, and line manager as required.
* To comply with the Museum Associations’ Code of Ethics.
* To comply with the IGMT Safeguarding Policy.
* To adhere to the Ironbridge Gorge Museums Trust’s Equal Opportunities policy.
* Any other duties commensurate with the role.

**Daily/Operational**

* To ensure that all equipment is in working order, that classrooms and exhibits are set up and ready for learning visits.
* To ensure the smooth operation of the learning programme on site, including, but not limited to, rotas and administrative duties.
* Be willing to be trained as a First Aider and Fire Marshall where necessary.

**PERSON SPECIFICATION**

Anyone in this role must comply with a Disclosure and Barring Service (DBS) check.

**Essential**

* Degree in a relevant subject or equivalent experience.
* Proven communicator with experience of delivering presentations and workshops.
* Excellent written skills with a demonstrable ability to write education programmes successfully and confidently for a wide range of audiences.
* Experience of working with children, young people and the public, preferably in a museum learning setting.

## Ability to work independently and as part of a team.

## Have a flexible attitude towards hours of work, as weekends and out of hours’ work will be required.

## Good ICT skills.

## Ability to travel between sites and offsite, as this role is multi-site and may involve working on two different sites within the same day or going to a venue to deliver outreach programmes.

**Desirable**

* Experience of working in a museum or heritage site.
* Teaching/Museum education qualification.
* Background, experience or qualification in relevant subjects – e.g. History, Art & Design, STEM.
* Full driving licence and access to a vehicle.

**This job description is subject to periodic review.**

**SIGNED** *(postholder)*:……………………………………………………….………..….……

**DATE:**…………………………………..…………

**SIGNED** *(line manager)*:………………………………………………………………….……

**DATE:**…………………………………….…..……

**SIGNED** *(CEO)*:………………………………………………………………………….……

**DATE:**…………………………….……….…..……