

MUSEUM OF THE HOME

Job description

Job title:	Learning Officer
Department:	Creative Programmes & Collections
Salary:	£29,500
Reporting line:	Creative Learning Producer
Role type:	Full time
Works closely with:	Freelance Schools Facilitators

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 Programme 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.

Our values, and how they are represented in this role, you must be:

Bold - brave in trying new things, taking action and fighting for change on issues affecting the ways we live.

Kind - friendly, generous and considerate in all your actions

Eco-active - embed climate action in all decision-making and encourage visitors to make eco-minded choices at home.

Equitable - act transparently, ethically and inclusively - and allocate resources, time and care equitably

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
- 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 (KPIs)

- 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/Experience/Personal Attributes:

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

Essential:

- Experience in museum learning
- Experience of creating learning activities
- Computer literacy including the 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
- Good administration, with project and budget management skills

- Creative and innovative with knowledge of different art forms
- Understanding and knowledge of community collaboration and co-creation
- Experience working or volunteering in an educational setting
- Experience designing inclusive and accessible programmes, events and resources
- Experience creating innovative programmes in response to a theme, collection or exhibition
- Experience of evaluation

Desirable:

- Knowledge of environmental issues and how they affect domestic gardens
- Network of artists and creative practitioners
- Managing and recruiting volunteers
- Knowledge of garden design/ sustainable gardening
- Fundraising and liaising with funders

We welcome applications from all sections of the community and are committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

As a Disability Confident Committed employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact us on jobs@museumofthehome.org.uk

All back of house roles on a minimum 4 days per week will work approximately one shift per month in the galleries as part of our Visitor First scheme.

This role will require flexibility to work evenings and weekends.

This role will require a basic DBS clearance.

Working to make Museum of the Home an amazing place to work.

Benefits

We aim to provide a stimulating working environment for everyone in the team. You'll be working alongside great colleagues and in a beautiful Grade I listed building.

You are also entitled to other employment benefits when you join us:

- 25 days paid holiday per year (increasing by one day per year, up to 30 days), plus bank holidays (FTE)
- Membership to one of two pension schemes
- Staff discount in our shop and on-site café
- Free access to many exhibitions, museums and art galleries in London
- Enhanced sick pay and family leave

- Cycle to work scheme
- Season Ticket Loan
- A confidential Employee Assistance Programme
- Free tea and coffee

We also have various groups for staff to join:

- Wellbeing forum
- Climate Action Group
- Equity Action Group