

# Learning Officer

**Part-time, 15 hours per week**

**2 year fixed term contract (with the possibility of renewal)**

**£11,000pa**

## Overview

Amersham Museum is an award-winning, accredited, independent museum, sharing the stories of local people and places. The museum is housed in part of a Grade II listed medieval hall house in the heart of Amersham, a historic market town. The museum has a beautiful physic garden, next to the River Misbourne.

The museum attracts around 10,000 visitors a year (pre Covid). We run a wide range of activities for people of all ages, including reminiscence groups, singing, art and literature workshops and an accredited art club for children. We have a vintage vehicle, used as a mobile museum for outreach events in the community. We are brilliantly supported by a team of 125 volunteers and a Friends group.

We are now expanding our staffing to reflect the growth and development of the museum. The Learning Officer will be managed by the museum's Director. They will work alongside a Collections Manager, who is responsible for caring for the museum's collection and research projects. The staff team is supported by volunteer teams who help with all aspects of the day to day running of the museum. The museum's trustees are also actively involved.

[www.amershammuseum.org](http://www.amershammuseum.org)

## Learning at Amersham Museum

In the last six years we have developed a rich and engaging formal learning programme, primarily aimed at KS1 and KS2. In 2020 we were awarded a Sandford Award for heritage education. We run one-off sessions for schools, at the museum and in school and have a range of handling boxes that can be borrowed. We also run extended special projects with local schools, including an annual Museums Takeover Day project. We're currently a delivery partner for a formal learning project as part of the landscape partnership project, Chalk, Cherries and Chairs, which runs until 2024.

There is a wide-ranging informal learning programme, which includes an accredited children's art club, arts and crafts sessions in the holidays for families, and walks, talks and workshops for adults.

For more information about the museum, please visit <https://amershammuseum.org/events/schools-education-groups/>

## **Learning Officer Role Description**

The Learning Officer will be responsible for the delivery of the formal learning programme with schools, the informal learning programme for children and families, and some of the programme for adults. There is freelance support to deliver of some elements of the programme.

### **Responsibilities:**

- Delivering the museum's formal education programme. This will include half-day visits for KS1 and KS2 and some extended schools projects.
- Developing and delivering an informal education programme for families, which includes a term-time art club for children aged 7-11 (this is delivered by an artist, but the Learning Officer will support), regular activities in holidays and occasional one-off events
- Supporting the Director with the development and delivery of an informal education programme for adults, including walks, talks and workshops
- Supporting the Director with the development of interpretation projects and new exhibitions
- Managing outreach events and the volunteer team for the museum's Mobile Museum
- Managing and providing ongoing support and training to volunteers who support the learning programme
- Managing a small team of freelancers, delivering learning work
- Evaluating delivery and making suitable adjustments to the programme as necessary
- Publicising activities, on social media, the website and posters
- Working within a budget and submitting regular progress reports to the Director
- Supporting the duty manager of the museum (when the museum is open)

## **Salary**

The salary is £11,000pa (the FTE is £27,500)

## **Working for Amersham Museum**

Amersham Museum is committed to equality of opportunity and welcomes applications from all sections of the community.

The Learning Officer will be entitled to a 0.4 pro rata equivalent of 25 days' paid holiday and bank holidays. The museum operates a statutory workplace pension.

The role will be based at Amersham Museum. Hours can be worked flexibly, with the time spread over several days, to fit in with the museum and personal commitments.

The museum is committed to developing the staff team, with ongoing training and the opportunity to attend conferences and events.

## **Applications**

Please send your CV with a letter detailing how you meet the requirements of the role by email to Emily Toettcher, [emily@amershammuseum.org](mailto:emily@amershammuseum.org) The deadline for applications is Friday 20<sup>th</sup> August at 5pm. Interviews will take place on 2<sup>nd</sup> and 3<sup>rd</sup> September.

# Role requirements

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"><li>• Good degree or relevant industry experience</li><li>• Evidence of continued professional development</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with schools and family visitors</li><li>• Working with volunteers</li></ul>	<ul style="list-style-type: none"><li>• Working in a museum or heritage environment</li><li>• Developing resources for families</li><li>• Developing and running school sessions</li><li>• Working with artists</li><li>• Working with freelancers</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good oral and written communication and skills</li><li>• Understanding the needs of different audiences</li><li>• Flexibility and ability to work independently or a with a team</li></ul>	<ul style="list-style-type: none"><li>• Understanding of how to create engaging interpretation</li><li>• Understanding of a local history collection, including oral histories</li></ul>

This role requires a DBS check and the Learning Officer will need a clean driving licence.