

Learning Officer

Part-time, 3 days (22.5 hours) a week

£19,459 pa (FTE £32,432)

The core salaried role is 2 days (15 hours) a week. An additional day (7.5 hours) a week is funded to the end of April 2027 as part of our *Creating Connections* project supported by the Rothschild Foundation.

LOCAL
STORIES
AT
THE
MUSEUM
AMERSHAM

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.

As well as preserving local history, the museum acts as a vibrant community hub, and runs 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 130 volunteers and a Friends group.

We are recruiting a Learning Officer to lead and develop the formal learning programme with schools, the informal learning programme for children and families, and to support the programme for adults. As part of our three-year *Creating Connections* project, funded by the Rothschild Foundation, there is a particular focus on audience development relating to extending our schools offer, and supporting visits from children and adults with Special Educational Needs and Disabilities (SEND).

The Learning Officer will be managed by the museum's Director and work alongside the part-time Administrative Officer and Collections Manager and a large volunteer team, who help with all aspects of the day to day running of the museum. The museum's trustees are also actively involved. The museum is committed to an inclusive approach to all aspects of its work.

Learning at Amersham Museum

Amersham Museum holds a Sandford Award for heritage education. In the last 4 years, its learning programme has developed to become richer and more engaging, particularly to local schools and has also expanded the museum's reach and profile into a wider community.

Our **formal learning programme** primarily meets the needs of KS1 and KS2 curriculum, including workshops, loan boxes, assemblies, curriculum days, Mobile Museum visits, CPD and teacher forum. It also includes:

- Extended school projects and an annual Museums Takeover Day project
- SEND programme of visits and workshops
- Focus workshops with KS3/4 and Sixth Form groups

- Bespoke visits and workshops with youth groups

We also run a wide-ranging **informal learning programme**, which includes an accredited children's art club, events programming for families, holiday workshops, and collaboration with community groups and freelance specialists delivering walks, talks and workshops for adults.

Learning Officer Role Description

The Learning Officer leads the formal learning programme with schools, the informal learning programme for children and families, and supports the programme for adults. As part of our three-year *Creating Connections* project, funded by the Rothschild Foundation, there is a particular focus on audience development relating to extending our schools offer, and supporting visits from children and adults with Special Educational Needs and Disabilities (SEND). There is freelance support to deliver some elements of the programme. The Learning Programme is also supported by a dedicated team of learning volunteers.

Responsibilities:

- Leading the museum's formal learning programme. This includes visits and workshops for school groups mostly KS1 and KS2, but also covering EYFS – KS5. The role encompasses development, planning, resourcing, administration, co-ordination, stakeholder liaison with schools and other organisations, developing the programme through outreach, and delivery of workshops, visits and presentations.
- Developing, planning and delivering the informal education programme for families. This includes regular seasonal holiday activities and exhibitions events and community events.
- Managing the museum's Junior Art Club, a term-time art club for children aged 7-11. This includes managing a freelance artist to deliver sessions, supporting in the planning, preparation and coordination of the sessions, liaising with families, promotion through marketing and outreach events, and ensuring that delivery supports participants to achieve Trinity Arts Award.
- Acting as the museum's lead for accessibility and inclusion, alongside the Trustee with responsibility in this area
- Maintaining records, coordinating a busy calendar of events, and invoicing for any learning activities.
- Maintaining and developing the handling collection to include supplying loan boxes to schools, and supporting the reminiscence group programme
- Working with other team members to develop and deliver an informal education programme for adults, including walks, talks and workshops
- Working with other team members to develop interpretation projects and new exhibitions with particular responsibility for the educational elements.
- Managing outreach events in the community and supporting the Mobile Museum events programme.
- Managing freelancers, delivering learning work.
- Managing and providing ongoing support and training to the team of learning volunteers

- Evaluating delivery, making suitable adjustments to the learning programme in response to feedback as necessary
- Working with team members to promote learning activities and events through stakeholder liaison, outreach and online publicity
- Working within a budget and submitting progress reports to the Director
- Supporting the Duty Manager of the museum (when the museum is open) and other members of the volunteer team as appropriate.
- Working collaboratively with other local Learning Officers and organisations to promote and improve the work of Amersham Museum.

The role includes occasional evening and weekend work.

Role Requirements

	Essential	Desirable
Education	-Good degree or relevant experience -Evidence of Continuing Professional Development	
Experience	-Working with schools and families -Working with volunteers -Developing and running school or family sessions	-Working in a museum or heritage environment -Developing resources for schools and families, drawing on objects and sources -Developing SEND resources and sessions -Working with freelancers -Working with artists or community groups
Skills and Knowledge	-Excellent written and verbal communication skills -Excellent organisational and administrative skills, including the ability to prioritise, work effectively under pressure, to tight deadlines and with attention to detail -Flexible approach and a confident problem solver -Strong IT skills with a working knowledge of Microsoft Office -Self-motivated with the ability to work independently -Ability to work as part of a team, developing and maintaining effective working relations with a broad range of people	-Understanding of how to create engaging interpretation -Understanding of a local history collection -Willingness and ability to drive our Mobile Museum

	-Able to communicate successfully with a wide range of people, internally and externally	
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Please note that two satisfactory references will be required and a DBS check will be carried out before an applicant is appointed.

Salary

The salary is £19,459 pa. The FTE is £32,432.

The role and corresponding pay will reduce at the end of April 2027 from three days to two days per week.

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 0.6 pro rata equivalent of 25 days' paid holiday (ie 15 days pa) plus Bank Holidays (until end of April 2027, then 0.4 pro rata). The museum operates a statutory workplace pension.

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

The museum is committed to developing the staff team, with ongoing training.

Applications

Please send your CV with a letter detailing how you meet the requirements of the role to Briony Hudson, briony.hudson@amershammuseum.org

The deadline for applications is **Monday 3 February 2025**.

Applicants will be informed of interviews by Friday 7 February 2025.

Interviews will take place on Wednesday 12 February 2025.

Contact

To discuss the role further, please contact the current Learning Officer, Sarah Minty sarah.minty@amershammuseum.org