

LEARNING OFFICER (Formal)

Vinovium House, Bishop Auckland

Engagement Department

37.5 hours, Monday to Friday (weekend work may occasionally be required)

£20,000- £25,000

Fixed Term Contract, 2 years

Job Purpose

This is an exciting opportunity to join our engagement team in the role of Learning Officer. You will be committed to the delivery of high quality education, building on strong foundations to develop and deliver a successful formal learning programme to engage with the stories told by our key sites and to enhance learning in history, arts and culture. You will develop and deliver this programme alongside a team of volunteers and sessional staff. This role will be key in co-ordinating this element of our workforce.

Practical work experience in a museum, gallery, historic park/garden, other heritage/arts/cultural environment, or educational institution would be an advantage.

The successful candidate will be able to demonstrate effective evaluation techniques, and be able to articulate the unique value of TAP's education programme both internally and externally.

We are looking for someone with a desire to work as part of a strong, dynamic team of experienced professionals who are working towards a common goal. You will be someone who is motivated to develop themselves and others to deliver the highest quality education.

Key deliverables and accountabilities

1. To develop deliver and co-ordinate formal education programmes from early years upwards appropriate at each TAP site.
2. To manage, train and rota sessional staff and volunteers as appropriate to support the delivery of the formal learning programme
3. To work closely with schools to understand their needs and to make sure our programmes offer benefit to pupils of all ages
4. To keep up to date with the national curriculum and to understand its relevance for our formal learning programmes
5. To undertake detailed evaluation of sessions to ensure that it is well received, relevant and represents educational best practice.
6. To keep up to date with current thinking in museums and heritage education and to explore opportunities to develop your practical and theoretical understanding of relevant pedagogy.
7. Work in partnership with other regional museums and education providers
8. To work with other departments to ensure that the formal learning offer makes best use of TAP resources and is in keeping with the site messages

9. To develop materials including teacher packs and on line resources
10. To be aware of budgeting and to make sensible decisions on spending and delivery
11. To undertake any other duties which may be assigned from time to time which are commensurate with the grade of the post.
12. To be an advocate for learning across the organisation

Resource Management

1. To keep track of expenditure and income by contributing to central records
2. To make sensible spending decisions based on an understanding of the budget available

Internal relationships

1. All sites
2. Curatorial
3. Visitor Experience
4. Volunteers
5. Sessional staff
6. Education Delivery team

External relationships and partnership

1. Local and regional schools
2. Educational advisors
3. Culture Bridge
4. Regional Museums Groups
5. Education groups

Health & Safety

1. To understand and follow all H and S procedures relevant to work
2. To be able to write appropriate risk assessments for educational activity
3. To understand the importance of Health and Safety procedures
4. To undertake training as relevant

Closing date: 4th April 2019

Interview date:

EQUAL OPPORTUNITIES

The Auckland Project is an equal opportunity employer regardless of race, colour, religion, creed, sex, marital status, national origin, disability, age, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors

that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

The Auckland Project also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, please contact us by email or by calling 01388 743750.