**EPPING FOREST DISTRICT COUNCIL  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Learning Officer (Part-time, one-year fixed term)

**POST NO**: 2000BLH

**DIRECTORATE:** Community & Partnerships **SECTION:** Community Culture & Wellbeing

**GRADE:** 5 **CAR ALLOWANCE:** CASUAL

**DBS CHECK:**  YES **LEVEL:** ENHANCED

**PURPOSE OF THE JOB:**

To deliver formal and informal learning opportunities with a heritage education focus for the Community Culture & Wellbeing Service. This includes assisting the Learning Officer with the ongoing development of the schools education programme and family and lifelong learning initiatives.

**DIRECTLY RESPONSIBLE TO:**

Museums, Heritage & Culture Assistant Manager (Cultural programmes and audience development)

**DIRECTLY RESPONSIBLE FOR:**

Supervising the pool of volunteers and freelancers to support this work related to the role.

**LIMITS OF AUTHORITY:** See attached sheet.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. **Service Responsibilities:**
2. Assist the Learning Officer with the development of a learning policy and delivery of a high-quality learning programme for CCW that covers all audiences.
3. Help develop and deliver a programme of curriculum based workshops for schools visiting the museums to increase footfall and generate income in addition to the outreach service.
4. Maintain professional relationships with teachers, professional networks and other learning providers, through consultation on the learning programme. Investigate the generation of income through provision of training sessions or lifelong learning programmes.
5. Investigate potential for a partnership with the Epping Forest District Schools Partnership Trust to develop resources for a new history curriculum.
6. Assist with the production of a range of educational marketing materials and teacher resource packs to promote learning opportunities at both Epping Forest District and Lowewood Museums.
7. Maintain and develop the Topic Loan Box Service for schools.
8. Working with a pool of volunteers and freelancers to support the work related to this role.
9. To keep up to date with government policy on the National Curriculum and its impact the learning/education programme, and with current heritage and arts based educational policies and initiatives.
10. To keep a record of and monitor education bookings for the monthly KPI’s relating to educational visits and targets, and the wider education programme.
11. To work with the Cultural Projects and Engagement Officers on the development and successful delivery of the annual Museum Takeover Day.
12. Evaluate learning activities and resources, developing where necessary to ensure they are fit for purpose and meet the needs of their intended audiences.
13. To carry out other comparable duties and responsibilities as assigned by the Assistant Museum, Heritage and Culture Managers.
14. **Corporate Responsibilities:**
15. To observe all the requirements of Safeguarding and to report any potential concerns in accordance with the Council’s Safeguarding Policy.
16. To promote, through personal example, the Council’s vision, values and behaviours and to ensure a positive approach to diversity, resulting in equality of opportunity, access and treatment in service delivery, employment and external communication.
17. To initiate and develop effective working relationships with partners including other local authorities, government departments, user groups, businesses and the Third Sector.
18. To represent EFDC at Council and external events as required.
19. To undertake mandatory training and maintain a level of relevant CPD.
20. **Management Responsibilities:**

None

1. **Responsibilities for Health and Safety:**

Epping Forest District Council is committed to the provision of high quality health and safety standards. To achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

* To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
* To co-operate with Epping Forest District Council to enable statutory requirements to be implemented.
* Not to intentionally interfere with or misuse anything provided in the interests of health and safety.

In respect of this to specifically:

1. To adhere to data protection regulations.
2. To undertake risk assessments for projects and events at venues across the district where relevant to the programme.
3. To be First Aid trained.
4. **Responsibilities for Finance:**

None

**POLITICALLY RESTRICTED POST:**  No

**REHABILITATION OF OFFENDERS ACT 1974:** Not Exempt

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Director)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Post Holder)

**PERSON SPECIFICATION**

**POST TITLE:** Assistant Learning Officer **POST NO:**

|  | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT**  **METHOD**  **(AF/I//P/REF)** |
| --- | --- | --- | --- | --- |
| **1.** | **Education, Training and Knowledge** |  |  |  |
| **(a)** | Educated to a degree level or equivalent, and/or demonstrable experience in a relevant education role.  Evidence of Continuous Professional Development.  Ability to undertake Safeguarding training within 3 months of appointment. | E  E  E  E |  | AF  AF  AF/I  I |
| **(b)** | Up to date knowledge and understanding of the National Curriculum and current arts / heritage education policies.  Knowledge of formal/informal learning and education practices within the Museums and Cultural Sector  Knowledge and experience of managing internal and external partnerships.  Knowledge and experience of the Third Sector. | E  E  E | D | AF/I  AF/I  AF/I  AF/I |
| **2.** | **Experience** |  |  |  |
| **(a)** | Team leadership and staff management experience.  Demonstrable experience of working with others effectively and innovatively to achieve objectives and the ability to maintain professional relationships. | E | D | AF/I  AF/I  AF/I |
| **(b)** | Experience of developing learning materials in a variety of formats for audiences covering a range of ages, abilities and additional needs.  Experience of working in partnership with statutory and Third Sector agencies.  Experience of supervising freelancers and volunteers to support the development and delivery of learning activities  Development of departmental strategies and plans | E | D  D  D | AF/I  AF/I  AF/I  AF/I |
| **(c)** | Experience in researching and securing external funding.  Experience of income generation.  Experience of monitoring and evaluation including reports/returns to funders. | E | D  D | AF/I  AF/I  AF/I  AF/I |
| **(d)** | Experience of working within a local government context. |  | D | AF/I |
| **3.** | **What skills are required on appointment to carry out the job?** |  |  |  |
| **(a)** | Oral communication:  Ability to communicate effectively in public forums.  Ability to analyse complex issues and explain them in a clear and concise manner to include recommendations for action as appropriate. | E  E |  | AF/I  AF/I |
| **(b)** | Written communication:  Clear written communication ensuring writing style is accessible for different audiences and purposes.  Ability to write and compose reports, strategies and guidelines related to the role.  Excellent proof reading skills  Knowledge and ability to write effectively for web based platforms e.g. social media | E | D  D  D | AF/I  AF/I |
| **(c)** | IT skills:  Ability to confidently use Microsoft applications including; Outlook, Word, Excel and PowerPoint.  Able to analyse databases and information held electronically. | E  E |  | AF/I  AF/I |
| **(d)** | Physical skills:  Able to access various premises via staircase  Able to operate effectively over extended working periods.  Able to work under pressure and adhere to deadlines. | E  E  E |  | AF  AF/I  AF/I |
| **(e)** | General skills:  Ability to work on own initiative.  Flexibility in terms of tasks and operational delivery.  Ability to lead and work effectively as part of a multi-disciplinary professional team. | E  E  E |  | AF/I  AF/I  AF/I |
| **4.** | **Expected Values and Behaviours** |  |  |  |
| **(a)** | Trust  Able to demonstrate openness and honesty and to be able to treat everyone with respect  Able to take responsibility for own actions  An honest and transparent approach to solving issues | E  E  E |  | I  I  I |
| **(b)** | One Team  Ability to work effectively within a team to meet shared objectives | E |  | I |
| **(c)** | Performance  Able to learn from mistakes, continually develop skills and be willing to learn  Holds self and others accountable to high performance standards | E  E |  | I/P  I |
| **(d)** | Innovation  Able to demonstrate the ability to work innovatively and to change and adapt in response to challenges | E |  | I |
| **(e)** | Customer  Able to demonstrate an awareness of the needs of our customers and audiences | E |  | I |
| **5.** | **Other Requirements:**  Driving licence and use of a car for work purposes  A satisfactory attendance record in accordance with the Council’s Managing Absence policy, taking account of your individual circumstances  Ability to work occasional evenings and weekends, as required, subject to needs of the organisation and attendance at partner and Council meetings. | E  E  E |  | AF  REF  AF |

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Director)**

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| **EPPING FOREST DISTRICT COUNCIL**  **LIMITS OF AUTHORITY** | |
| **Authority** | **Comments** |
| **Spending Control Officer**  For budgets and expenditure codes attaching to the post as set out in the Council’s budget document and subject to direction by the Head of Service. | N/A |
| **Authorised Signatory**  As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service. | N/A. |
| **Financial Regulations**  As required by Heads of Service or as directed by the Council. | To adhere to all financial regulations pertaining to the relevant parts of the post as well as ensuring compliance to Finance and Contract Standing Orders, Council’s Constitution and associated codes of practice |
| **Delegated Authorities**  As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council’s Constitution. | Post holder will exercise those authorities delegated to them either directly through the Constitution or through expressly defined delegations from relevant Senior Officers |
| **Statutory Authorities**  As determined by the Head of Service and approved by Council specifically or as delegated. | None |
| **Signing of Correspondence**  As determined by the Head of Service in any relevant category of correspondence. | The post holder can sign all relevant correspondence and notices (where delegated authority exists to do so) |
| **Supervisory/Managerial**  As determined by the Head of Service. | N/A |