



# Bentley Priory Museum Learning Officer Application Pack (Parental Leave Cover)





## **Learning Officer Application Pack (Parental Leave Cover)**

Bentley Priory Museum is looking to recruit a vibrant, experienced Learning Officer to lead our learning programme across the Museum, with a focus on Schools and family engagement.

The successful candidate will be responsible for delivering, evaluating and marketing the Museum's successful Schools Programme, creating and delivering engaging family activities, and co-ordinating the temporary exhibitions programme. The role will be supported by the Museum's team of dedicated learning volunteers.

Bentley Priory Museum is committed to safeguarding and promoting the welfare of all children, young people and all who visit us and expects all staff and volunteers to share this commitment.

Bentley Priory Museum shares the internationally important history of RAF Bentley Priory's pivotal role during the Battle of Britain as Headquarters Fighter Command.

- Full-time Post, Parental Leave Cover (up to 12 months)
- Salary: £28,000

To apply for the position, please send your CV with 2 referees and a covering letter (no more than 2 sides of A4) outlining your suitability for the position.

Please refer to Job Description and Selection Criteria when writing your covering letter.

The post is subject to an Enhanced DBS check. Up to date, satisfactory references will be required before a job offer is made. Referees will only be contacted with your consent.

Applications must be emailed or posted to the Museum's Director, Eleanor Pulfer-Sharma: [director@bentleypriorymuseum.org.uk](mailto:director@bentleypriorymuseum.org.uk) or to Bentley Priory Museum, Mansion House Drive, Stanmore, HA7 3FB

**Closing Date for Applications: 09.00, Monday 23 September 2019**

**Interviews will be held on Wednesday 2 October 2019**



## **Bentley Priory Museum Learning Officer Job Description**

**Job Title:** Learning Officer

**Hours:** Full-time: 5 days a week (37.5 hours a week, 52 weeks)

**Annual Leave:** 28 days per annum pro rata (20 days annual leave + 8 days statutory)

**Pay:** £28,000 per annum pro rata

**Reports to:** Museum Director

**Contract:** Parental Leave Cover (up to 12 months)

### **Summary of Position**

As the Museum's Learning Officer, you will be responsible for the delivery, evaluation and marketing of the Museum's successful programme of learning. You will promote, and ensure access to, the Museum's learning resources and activities, and widen the Museum's audience. Key responsibilities include delivery of School workshops, creation of family activities, co-ordination of the temporary exhibitions programme. You will facilitate engagement with the Museum's collection and key narratives for schools, young people, families, community groups and visitors with access considerations.

Bentley Priory Museum will continue to offer high-quality learning experiences based on its collections and exhibitions that:

- Facilitate Museum learning through engaging and accessible resources and activities
- Attract and engage a wide range of people - of different ages, gender, culture and social background
- Inspire and support visitor exploration of the history of Bentley Priory, with particular focus its role during the Battle of Britain and the histories of The One, The Few & The Many
- Inspire and support visitor exploration of the wider history of the RAF, and aviation technology

## **Aims and Outcomes**

- To deliver, evaluate and market a dynamic and engaging learning programme
- To build and develop enduring links between Bentley Priory Museum and local schools, families, and community groups
- To establish Bentley Priory Museum as a key learning resource within its community

## **Main duties and responsibilities**

### **Formal Learning**

- To co-ordinate, deliver and evaluate an innovative and engaging cross-curricular schools programme – for both Primary and Secondary Schools
- To develop and promote online, downloadable resources to support school visits and learning
- To evaluate schools learning, and record and analyse evaluation
- To promote programme of formal learning
- To utilise and develop the handling collection for schools learning
- To facilitate and promote visits from Further Education and Higher Education institutions as part of their course learning

### **Informal Learning**

- To programme and coordinate the events & activities programme for families during the school holidays and weekends
- To create, update and promote exhibition trails, for children and families
- To ensure provision of learning activities, resources and opportunities across generations, from early years to adult learners
- To programme and coordinate programme of talks, events and activities for adult learners
- To develop, implement and run workshops and special projects for local community organisations and local interest groups, both on-site and through outreach
- To be responsible for the use and content of the temporary exhibition area
- To build excellent and productive relationships with key external partners such as community groups, local authorities, schools, teachers' organisations and representatives
- To support volunteers, through providing training in facilitating or assisting with group sessions and events, and in evaluation

- techniques; to supervise volunteers helping with learning related activities
- To evaluate all formal learning activities
- To collate data from visitor questionnaires and evaluate

### **Access**

- To create, deliver, promote and evaluate learning activities and resources which make the museum and its collection more accessible
- To promote existing resources for individuals and groups with access considerations, e.g. audio described recorded tours

### **Outreach & Marketing**

- To actively promote formal and informal learning
- To create and distribute marketing leaflets for formal and informal learners respectively, and to administrate its distribution
- To update the Museum's website and social media
- To deliver learning outside of the Museum, in outreach environments, e.g. schools and community groups
- To represent Bentley Priory Museum at key local and regional festivals and other outreach events to promote Bentley Priory Museum and its learning programmes

### **General Museum Duties**

- To act as a key holder for Bentley Priory and undertake call-out duties and to share occasional evening, weekend and other out-of-hours duties according to the Bentley Priory rota;
- To keep up to date with developments in teaching, museum learning and lifelong learning and access legislation
- To actively support Bentley Priory Museum's policies and procedures, and to comply with all Health and Safety at work requirements as laid down by the employer
- To undertake such other duties as may be required as a part of Bentley Priory Museum team.

### **Confidentiality**

All information concerning volunteers, employees and patients must be treated as strictly confidential at all times.

### **Equal opportunities**

It is the aim of Bentley Priory to ensure that no job/role applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability; or, is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee/volunteer must adhere to the equal opportunities policy and ensure that diversity is valued in the workplace.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees and visitors.

### **Safeguarding**

This post is subject to an Enhanced DBS check. Employees must adhere to the Museum's Safeguarding Policy and undertake (and regularly update) appropriate Safeguarding and Child Protection training. The Learning Officer is responsible for co-ordinating Enhanced DBS checks for the Museum's Learning Volunteers.

### **Review of this job description**

This job/role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of Bentley Priory. This job/role description is to be reviewed in conjunction with the post holder on an annual basis as part of the appraisal process. It is expected that the post holder will be as positive and flexible as possible using this document as a framework.

## Selection Criteria (Desirable & Essential)

<b>Education</b>	
1. Degree history or relevant subject	(D)
2. MA in Museum Studies or equivalent qualification	(D)
<b>Experience, Knowledge &amp; Understanding</b>	
3. At least 2 years' experience of facilitating learning in a Museum or heritage environment	(E)
4. Experience of working with Schools & families	(E)
5. Experience of supporting and training volunteers	(E)
6. Experience of curating exhibitions (temporary or permanent)	(D)
7. Experience of evaluation within a Museum environment	(E)
8. Knowledge of Battle of Britain and WWII history	(D)
<b>Skills</b>	
9. Computer literate	(E)
10. Strong verbal and written communication skills	(E)
11. Excellent time management skills and ability to effectively prioritise workload and meet deadlines	(E)
<b>Personal Attributes/Personal Specification</b>	
12. Excellent interpersonal skills	(E)
13. Self-motivated and able to work with high degree of autonomy and as part of a team	(E)
14. Maintains a calm disposition and positive outlook, particularly when under pressure/working to deadlines	(E)
<b>Other factors</b>	
15. Position is subject to an Enhanced DBS	(E)
16. Able to work evenings, weekends and bank holidays as required	(E)
17. Current clean driving licence and access to own vehicle	(D)