

FOOTPRINT PROJECT – NEW POSITION DESCRIPTION

JOB TITLE: Learning Officer

REPORTS TO: Head of Interpretation and Learning

RESPONSIBLE FOR: Learning volunteers

SALARY: £28,000 per year

HOURS: Full time (40 hours per week), 25 days holiday per annum plus Bank Holidays, pension & BUPA contributions.

CONTRACT: 4 Years, anticipated start date January–March 2020

BACKGROUND

Bath Abbey is a vibrant and internationally significant parish church currently serving nearly 500,000 people annually. The Abbey is currently in the delivery phase of its Footprint Project (www.bathabbey.org/footprint). Footprint is funded by the National Lottery Heritage Fund and is a transformative programme of capital works, interpretation, collections care and sustainable energy, provoked by the urgent need to repair and renew its collapsing historic floor. The project will accomplish this by:

- Reducing Impact - stabilising the floor foundation, renewing its surface, and using the unique hot springs as a source of energy
- Enlarging Capacity - fulfilling the Abbey as a place of congregation, equal access and hospitality
- Retelling an Ancient Story - recording and interpreting the long history of the Abbey site and this iconic church for millions of visitors
- Becoming a People and Place Fully Alive - supporting everyone in recognising what is valuable - individually, communally, and globally.

Part of the Abbey's mission is to offer all visitors the opportunity to experience the Abbey as a *People and Place Fully Alive*. The Learning Officer has an opportunity to play their part, along with every other aspect of what our visitors' experience, in assisting that process.

JOB DESCRIPTION

As part of the Abbey's commitment to heritage learning, the Learning Officer will develop and deliver formal and informal programmes, particularly to our target audiences, as outlined in the Footprint Project Activity Plan. We are happy to supply a copy of the Activity Plan to applicants. Please contact Alix Gilmer AGilmer@bathabbey.org for one.

The scope of the job is to:

Strategy and Policy writing

- Work with the Head of Interpretation and Learning to devise a formal learning strategy and learning policies for the Abbey
- Keep up to date with formal learning policies and programmes nationally

Development and delivery

- Develop, manage and deliver facilitated and self-guided learning activities for all schools, but particularly KS1 and KS2 on and off site
- Work with the Head of Interpretation and Learning to develop loans boxes and outreach programmes
- Develop and deliver drop in family holiday activities, throughout the year
- Develop, manage and deliver a number of learning projects with schools, HE and FE
- Develop hard copy and online learning resources for schools, FE and HE
- Develop and manage a Learning Panel to advise and support
- Work with the Head of Interpretation and Learning and Communications Officer to market the programmes effectively and develop the website
- Develop booking and administrative systems for school groups
- Help to set up and manage the new Learning Space, including advising on the fit out.

Training

- Develop and deliver CPD and twilight sessions for teachers, in collaboration with the Head of Interpretation and Learning
- Work with the Head of Interpretation and Learning and Clergy to create, train and manage a team of volunteers to deliver formal and informal learning activities

Partnerships and relationships

- Build contacts with schools, HE and FE in the catchment area
- Develop new and existing partnerships to help deliver the formal learning programme, including the Higher and Further Learning sector
- Identify and work with existing learning initiatives in Bath
- Support and coordinate the formal learning programmes across the whole organisation
- Build co-operative relationships with other departments particularly: music, visitor services, operations team, and archive

Evaluation

- Evaluate the success of the formal learning programmes

Budget

- Exercise fiscal responsibility – creating and then working to a budget

General

- Establish and maintain contact with local and national colleagues and keep up to date with policy and practice within the sector
- Represent and contribute a formal learning perspective, within the Abbey and to its committees and support groups
- Represent and promote formal learning at the Abbey locally, regionally and nationally
- To be committed to health and safety and ensure familiarity with all of the Abbey's health and safety policies and procedures
- To promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity
- Fulfil any other tasks that may arise in developing and delivering the Activity Plan

PERSON SPECIFICATION

Essential

- In sympathy with and having an understanding of the values and mission of Bath Abbey

Qualifications

- Graduate qualification, teaching qualification or relevant equivalent experience of museums/heritage education

Experience

- At least five years' experience within museum or heritage learning or classroom teaching experience.
- Proven track record of developing and delivering formal learning sessions to a wide range of audiences
- Proven track record of developing online and hard copy resources for formal learners
- Proven track record of managing and producing complex projects on time and on budget
Experience of devising and delivering training programmes for volunteers and of managing volunteers
- Experience of using a variety of methods to evaluate the success of projects and activities

Knowledge and Skills

- Creative and inspiring individual
- Highly organised
- Excellent presentation and communication skills
- Excellent interpersonal skills
- Excellent writing skills
- Ability to be self-motivated and work unsupervised
- Ability to work independently and as part of a team
- Good level of computer literacy and IT skills
- A working knowledge of the national curriculum and current issues affecting formal learning applicable to the heritage sector

Desirable

- Teaching qualification and experience of classroom teaching
- Experience of integrating online content into interpretive activities
- Previous experience of working in a heritage setting
- Previous experience of working on Heritage Lottery Funded projects or other grant funded projects with learning outcomes.
- Setting up formal learning programmes from scratch

Special requirements

- Clean driving licence essential
- Weekend and evening work will be occasionally required
- Willingness to travel to deliver outreach and attend external events.
- The candidate will be asked to undergo DBS clearance and complete a Confidential Declaration Form for Safeguarding.

APPLICATION

To submit an application please send a full CV and covering letter which explains why you are a suitable candidate and includes the details of two references to:

Alix Gilmer, Project Director, AGilmer@bathabbey.org

The deadline for applications is 9.00am on Friday 4 October 2019.

Interviews will be held on Tuesday 29th and Wednesday 30th October 2019.

Candidates invited to interview will be notified by the end of the week of the 14th October.

Because of the volume of applications, we are unable to respond to every individual application. If you have not heard from us by Friday 18th October, please assume your application has not been successful.

The interviews will involve a presentation and helping to deliver informal learning activities in the Abbey.

References will only be taken up once an offer has been made.

Anticipated start date: January – March 2020

