



DERBY MUSEUMS

Job Description: Lifelong Learning Programmer (Maternity Cover)

Reports to	Head of Learning and Participation
Salary scale	S6 SCP 26 - 28
Salary	£23589 - £25167
Hours	37 hours per week
Contract	Maternity Cover (six months)

Job Purpose

- To develop and oversee delivery of the lifelong learning programmes and projects across Derby Museums' sites and within the community, in line with Derby Museums' business plan.
- To increase engagement and the diversity of audiences participating in our lifelong learning programmes, to support the development of cultural capital.
- To work with a wide range of organisations and community groups to ensure our programmes are relevant to audiences and support wider local and national contexts.
- To monitor and evaluate informal learning activities and develop and maintain relevant partnerships and networks, to support the promotion and ongoing development of the informal learning programmes.

Reporting

Reports to:	Head of Learning & Participation
Responsible for:	Learning Programmes Assistant, Facilitators and occasional responsibility for secondees, trainees or volunteers.

Specific Responsibilities

1. Devise and implement engaging, high quality and relevant activities, programmes and projects for informal learning audiences including adults, young people, families and early years, both on and off site, as required.
2. Ensure that the informal learning programmes and projects; relate to the themes of Derby Museums, including STEAM and the Enlightenment, utilise our collections, connect to exhibitions and displays as well as relevant local and national initiatives.
3. Ensure that Derby Museums' informal learning programmes support different learning styles, needs and interests.
4. Develop resources and materials to support Derby Museums' informal learning programmes.
5. Coordinate recruitment and management of external suppliers, facilitators, and volunteers, including all aspects of safeguarding and Health and Safety, following Derby Museums' policies and guidelines.
6. To work as part of project teams to ensure that displays, exhibitions and related programming are accessible and relevant to diverse audiences.
7. Co-produce programmes with other organisations, stakeholders, communities and volunteers where appropriate, to play a part in raising aspiration and attainment levels in Derby people.
8. Creation and co-ordination of marketing copy for the public learning programme, working closely with the Marketing Team, to promote Derby Museums' informal learning programmes.
9. Monitor and evaluate informal learning programmes including, recording and analysing participant data and feedback and consulting with non-users to; ensure our programmes are of the highest standard, are impactful and contribute to building a robust evidence base for the impact of our work.
10. Maintain an up-to-date knowledge of the informal learning landscape and of local, regional and national policy and practice.
11. Develop and maintain communication and relationships with informal learning audiences via meetings, events, newsletters, social media.

General Responsibilities

1. Interact and cooperate with all Trust employees. This will include Managing Individual Performance of assigned staff, volunteers and researchers as appropriate and developing direct reports in line with the Trust's values and with its Managing Individual Performance scheme.
2. Contribute effectively to the leadership and management of Derby Museums and ensure that the trust is working effectively both internally and with external partners.

3. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities.
4. Make best use of technology in the development and delivery of all organisational functions.
5. Prioritise communication and promotion of Derby Museums, its values and its services, utilising all relevant channels including social media.
6. Work at times and occasions appropriate to the needs and leisure times of visitors.
7. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes and undertaking other duties as requested.
8. Be responsible for your own personal & professional development, ensuring compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust's health, safety and security arrangements plus Financial and Procurement Standing Orders.

FOR COMPLETION BY SUCCESSFUL CANDIDATE

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

Signature..... Date.....

Date created / updated March 2020

Person Specification: Lifelong Learning Programmer (Maternity Cover)

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

Qualities	Essential (E) Desirable (D)	Identified by: Application (A), Interview (I), Test (T)
1. Core Competencies		
Experience of working with projects that encourage participation and dialogue with stakeholders in the community	E	AI
Experience of working with one or more target audiences (e.g. Families, Adult Learners and Young People, Early Years, BAME)	E	AI
Display high levels of enthusiasm, hardworking, flexibility and commitment. Excellent team player.	E	AI
Highly organised, able to prioritise and work to tight deadlines with excellent attention to detail.	E	AI
A commitment to and enthusiasm for working with other organisations and volunteers.	E	AI
Flexibility with regard to working hours will be necessary as there are occasions when the post holder will be required to work some evenings and weekends.	E	A
2. Job specific skills and experience		
Knowledge and understanding of local, regional and national policy and practice in relation to lifelong learning	E	AI
Experience of monitoring and evaluating projects and programmes against strategic aims and objectives	E	AI
Understanding of how activities and interpretive strategies related to museum collections can support different learning styles, needs and interests	D	AI
Ability to think creatively and innovatively to develop high quality programmes and resources to support lifelong learning	E	AI
Experience of developing and delivering programmes and resources for adults, children, young people and families in a arts/culture/gallery/museum context	E	AI
Knowledge of developments in digital and on-line learning within the museum and wider cultural sectors	D	AI

Qualities	Essential (E) Desirable (D)	Identified by: Application (A), Interview (I), Test (T)
Excellent communication and interpersonal skills, both written and verbal	E	AI
Experience of line managing staff	D	AI
A strong interest in the mission and aims of Derby Museums, its collections and its potential to connect with diverse audiences through participative practice.	E	AI
Demonstrates a responsible attitude to available resources and uses them efficiently and effectively.	E	AI
An interest in or specialist knowledge of Science, Technology, Engineering, Arts and Maths.	E	AI
3. Generic Skills and experience		
Experience or knowledge of the creative use of museum collections as a valuable resource for lifelong learning, inspiration and enjoyment.	D	AI
Awareness of new technology and its potential application to engage audiences with collections with a willingness and aptitude to apply and learn new skills.	D	AI
Sensitivity and confidence when working with vulnerable audiences in the context of safeguarding.	E	A
Commitment to sharing good practice internally and externally.	E	A
Ability to think from a commercial point of view and identify/assist in income generation.	E	AI
Able to relate effectively to a wide range of people.	E	AI
A passion for continuous improvement and new ways of working.	E	AI
3. Qualifications		
Educated to degree level with at least three years' experience working in a museum/ cultural/ heritage or learning environment.	D	A
Arts Award Discover / Explore Advisor Qualification	D	A
Commitment to continuous personal development	E	A
4. Equalities		
Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity.	E	A

How is your information used?

Derby Museum Employees: -

We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.

Any information we provide for equality statistics will be anonymised.

Candidates: -

Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns.

Who has access to your information?

We may share your information with:

- Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues.
- External organisation's such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or StrategicHR@derby.gov.uk