

Job Description: Learning Programmes Co-ordinator (F/T)

Reports to: Learning and Interpretation Officer

Background:

Royal Museums Greenwich (RMG) is situated at the heart of the UNESCO Maritime Greenwich World Heritage Site, it comprises of the National Maritime Museum and Queen's House, the Royal Observatory Greenwich and Peter Harrison Planetarium, the tea clipper *Cutty Sark*. In addition, the Prince Philip Maritime Collections Centre opened in Kidbrooke, SE London in 2018. Our mission is to enrich people's understanding of the sea, the exploration of space, and Britain's role in world history.

We are looking for a motivated, organised and dynamic person to support us in delivering our multi-layered programme of learning activities for a diverse range of audiences.

The Learning Programmes Co-ordinator is required to support us in our day to day work including; cross museum liaison supporting partnership and freelancer communication, logistical support and hosting of our activities onsite and online, volunteer and work experience liaison. This role has an overview of our operational systems and processes and ensures our services are maintained to a high standard.

This post reports to the Learning and Interpretation Officer and sits within the Learning and Interpretation Department based at the National Maritime Museum in Greenwich.

Royal Museums Greenwich works to eradicate discrimination on the basis of race, religion, gender, gender identity, sexual orientation, disability, pregnancy and maternity, age and marital status. We recognize that people can be disadvantaged by their social and economic circumstances, so we will also work to eliminate discrimination and disadvantage caused by social class. We particularly welcome applications from disabled people and people who identify as Black, Asian or Minority Ethnic, as these groups are currently under-represented in our workforce.

Responsibilities:

- To provide day to day support for the delivery, booking processes and communication of the Museum's engagement programmes
- To work across the Learning Department to support the administration and logistical organisation for programmes onsite and digital engaging our target audiences including schools, families, young people, adults and communities.
- Keep up-to-date with upcoming activities and represent the department at cross-museum meetings as requested.
- To support the delivery of partnership events and audience development initiatives, including the hosting of community groups using our spaces for non-facilitated activities.

- To liaise with the wider team to ensure the effective delivery of financial processes such as setting up new suppliers, raising purchase orders and processing invoices.
- To keep the Bookings Unit, Visitor Experience, Communications and Events teams informed of public programming, operational needs.
- To monitor and maintain the storage of learning materials and resources required for the public programmes and liaise with freelance deliverers to provide required resources.
- To work with Human Resources and wider learning team to co-ordinate volunteers and work experience placements
- To work with the Learning and Interpretation Officer to share the responsibility of first contact for external and internal enquiries and answering requests for further information regarding learning services.
- To collate the number of learners on a monthly basis.
- To provide support for the schools programme when needed.
- To keep informed of Museum wide operational issues and collections management that affect the running of learning programmes.
- To support the Museum in its delivery of the strategic vision *Charting Our Course*.
- To undertake any other reasonable duties as required.

Working relationships

- To work closely with the Programme producers in logistical planning and delivery of the public programmes.
- To work across all museum functions to ensure the required resources and communication of programmes.
- To liaise with external freelancers, community partners and suppliers to provide the smooth delivery of our programmes.

Qualifications and experience

Essential

- Proven administrative experience
- Highly organised, motivated and able to work to deadlines
- Willing to work in a team as well as independently
- Excellent communication and interpersonal skills
- Excellent organisational skills
- Digitally literate

Desirable

- An interest in museum learning
- Experience of working with audiences in a museum setting
- Experience of engaging diverse audiences in a cultural setting

Terms and Conditions:

Net working hours 36 hours per week, core hours Monday to Friday 9.00am to 5.00pm with an additional hour to be worked in agreement with line management. Some

weekend and evening working is required to assist in the coordination of events and programmes with time taken back in lieu.

Salary: £20,250 - £22,120 per annum

October 2021