

Schools and Community Engagement Officer

Job Description

JOB TITLE	Schools and Community Engagement Officer
LOCATION	Green Howards Museum, Trinity Church Square, Richmond, North Yorkshire , DL10 4QN
SALARY	£25,000
RESPONSIBLE TO	Green Howards Museum & Richmond Cultural Education Partnership
LINE MANAGEMENT	Director Green Howards Museum for day to day supervision
RESPONSIBLE FOR	May be required to supervise casual staff and volunteers
HOURS OF WORK	35 hours
ANNUAL LEAVE	25 days plus bank holidays
DURATION	15 months

This is a Heritage Lottery Funded Post which will build on a successful programme of education and community activities developed over the last two years. Our education programme has recently been recognised with a Sandford Award and one of our projects with the local community was short listed for the Women's History Network prize.

Our school education programme is delivered in partnership with two other heritage venues: The Georgian Theatre Royal and The Station. All three sites are situated in close proximity to each other and the partnership was developed to create a co-ordinated and strong offer to schools.

Key Objectives	
1	To deliver and manage our existing learning programme for primary and secondary schools.
2	To deliver our audience development programme.
3	To market and promote the education and outreach programme.
4	To manage a programme of consultation.
5	To be responsible for the evaluation of the service.
Responsibilities	
1	<p>Deliver our Programme for Schools</p> <p>a) To deliver our established programme of workshops for primary and secondary schools at education partner venues and as an outreach service.</p> <p>b) To develop online resources for primary and secondary schools.</p>
2	<p>Deliver our Audience Development Programme</p> <p>a) To deliver pre-booked and drop in activity sessions for families at the museum and as an outreach service.</p> <p>b) Deliver our fortnightly term-time 'Museum Monkey' sessions for under 5s</p> <p>c) Manage and complete an intergenerational oral history project with input from a specialist oral historian.</p> <p>d) Develop and deliver, with the assistance of freelancers, activities for adults and older learners.</p>
3	Marketing

	<ul style="list-style-type: none"> a) To develop an effective promotions plan in liaison with the Communications Coordinator. b) To produce publicity literature to promote the schools and community service. c) To produce material for use on our website and social media.
4	<p>Consultation</p> <ul style="list-style-type: none"> a) Co-ordinate our teachers education panel. b) Establish a community consultation panel.
5	<p>Evaluation</p> <ul style="list-style-type: none"> a) Collect statistical data for the service in line with the requirements of the HLF funded programme. b) Ensure qualitative evaluation that supports the measurements of success in the HLF Activity Plan.
6	<p>Finance</p> <ul style="list-style-type: none"> a) To manage the schools and community budget. b) To ensure optimum use of all resources – people, finance, buildings and equipment to achieve the timely and successful delivery of agreed goals and performance standards.
7	<p>Other</p> <ul style="list-style-type: none"> a) To participate in relevant training programmes. b) To establish and maintain good working links with other agencies at local, county and regional level as appropriate to minimise duplication of effort and resources, to help identify community needs and to promote partnership working in the delivery of services. c) To undertake any other relevant duties as required.
8	The nature of the duties of the post calls for work outside of normal working hours including some evenings and weekends.

Person Specification

Post Title	Schools and Community Engagement Officer
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JOB REQUIREMENTS		
	Essential	Desirable
QUALIFICATIONS	A higher education qualification or relevant experience (please contact the Museum Director if you are unsure how you can meet this essential criteria).	Teaching Qualification First Aid
EXPERIENCE	Delivering learning and activity programmes at a museum, heritage or arts venue. Encouraging participation amongst hard to reach groups.	Ideally will be able to demonstrate effective promotion of education and community programmes. Working with a diverse age range from U5s to older learners. Working with people from diverse backgrounds.
KNOWLEDGE	Working knowledge of the national curriculum. Child protection procedures. Health and Safety issues. Risk Management.	Finance/budgeting procedures. Access issues. Interest in military history.
SKILLS	Excellent IT Skills – MS Office. Excellent communication skills (verbal and written). Ability to present and deliver learning activities in a range of different styles. Ability to work on own initiative and work as part of a team.	Marketing. Partnership working. Evaluating learning activities and resources.
APTITUDES	Able to communicate with a wide variety of people. Must be able to act on own initiative. Creative.	

	<p>Must be a good team worker assertive and enthusiastic, diplomatic and polite.</p> <p>Able to work in a busy environment.</p> <p>Must like working with children of all ages and adults.</p> <p>Must be self motivated.</p>	
CIRCUMSTANCES	<p>Available to work flexibly, including weekends, evenings and bank holidays.</p> <p>Able to travel throughout the area.</p>	Driving License and access to own transport.
SAFE GUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS	<p>Fully understands their role in the context of safeguarding children, young people and vulnerable adults.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</p>	
EQUAL OPPORTUNITIES		An understanding of Equal Opportunities

	INFORMATION FOR APPLICANTS	
	Post Title	Schools and Community Engagement Officer

POST DETAILS	
Salary	£25,000
Business Mileage	35p per mile
Interval/Method of Payment	28 th monthly by credit transfer into a bank or building society
Place of Work	Green Howards Museum, Trinity Church Sq, Richmond, North Yorkshire, DL10 4QN
Hours of Work	35 hours per week

CONDITIONS OF SERVICE	
Notice Period	Minimum of one month
Annual Leave entitlement	25 days. The leave year runs from the 1 st May to the 31 st April. In addition, there are 8 public holidays
Safeguarding children, young people and vulnerable adults	The Trustees of the Green Howards museum have a commitment to safeguard and promote the welfare of children, young people and vulnerable adults. Robust processes and procedures are in place to reduce risk and continuously promote a positive culture of safeguarding amongst their workforce. The post you are applying for involves working with children, young people and/or vulnerable adults so you will be subject to the safer recruitment process.

INTERVIEW ARRANGEMENTS and RETURN OF CV'S COVERING LETTERS	
Interview Day and Date	Wednesday 20th January
Interview Location	Green Howards Museum
Closing Date for Completed Applications	5pm 21st December
Please return your CV which should be no more than 3 pages long and your covering letter no more than one page long in an envelope marked ' confidential ' to :- Or email directly to:-	Lynda Powell, Green Howards Museum, Trinity Church Sq Richmond, North Yorks, DL10 4QN director@greenhowards.org.uk