

Job Description, Learning Programme Manager

Gilbert White & The Oates Collections

High Street, Selborne, Alton, Hampshire GU34 3JH

www.gilbertwhiteshouse.org.uk

Registered Charity Number 1159058



Post:	LEARNING PROGRAMME MANAGER
Salary:	£23,000 - £25,000 per annum
Hours:	37.5 hours per week (some weekend and evening work required)
Limit of tenure:	Permanent
Reporting to:	Directors
Line Manager of:	Freelance staff; volunteers
Key Relationships:	Staff team including Museum Manager, Weddings & Events Manager, Collections/Marketing Manager, Volunteer Manager, Facilities Manager, freelancers, volunteers, schools and education providers.

Role purpose

To plan, co-ordinate, deliver and evaluate education activity across the Museum's sites (Gilbert White's House and associated listed buildings together with the Field Studies Centre (FSC) housed in a 16th century Hampshire barn), including a formal education programme and informal learning activities.

Scope

This new post, created in response to increasing demand for educational events and activities, will underpin the future success of learning provision at the FSC. This is an exciting opportunity to build on recent achievements to create a wide ranging offer which will attract new audiences. The post holder will work closely with education volunteers, casual staff and the museum team, with responsibility for the continued development of our wide-ranging lifelong learning programme.

The post holder will work in both the main Museum buildings and FSC; some outreach work within the county will also be required. The post will entail regular weekend and evening work.

The post holder will be required to maintain excellent levels of learning provision, customer service, time keeping, personal presentation and professional standards.

Formal Education Programme

Secondary pupils	251
Primary pupils	4,038
Pre-school	343
Teachers	846
Outreach pupils	75

School holiday learning

Groups, families etc.	1200
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Gilbert White & The Oates Collections employs c20 staff. They are supported by c 100 volunteers. 6 volunteers support education.

Principal Duties

- 1 Develop the existing formal education and informal learning and activity programmes across the site, including use of stored collections, with reference to the National Curriculum, exhibition programme and permanent displays.

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- 2 Develop the Adult Education programme in conjunction with other team members, to offer specialist courses in, for example, Brewing, Environmental Science, Gardening, History of Natural History, Photography, Quilting, Willow working, Scything.
- 3 Increase visitor numbers by promoting the learning programme to existing, new and diverse audiences, to schools, further and higher education (FHEIs), families, youth groups, lifelong learners and other educational partners.
- 4 Develop the learning pages of the website; develop and implement a social media strategy; attend and present at conferences; develop links to other museums and develop professional networks.
- 5 Work closely with the Marketing manager to develop an educational marketing strategy
- 6 Manage the FSC as a multi event venue in close liaison with Wedding/Events manager
- 7 Manage a team of accredited freelancers to deliver educational output.
- 8 Deliver in-house and off-site teaching sessions, workshops and other education events.
- 9 Develop work with volunteers on the learning programme and liaise with front of house staff on delivery.
- 10 Contribute to the public events programme, liaising with the marketing manager over the development of learning events.
- 11 Contribute to the development of interpretation and input into interactive learning elements of temporary exhibitions and permanent displays.
- 12 Monitor the use of resources and manage the budget dedicated to learning activities
- 13 Actively seek further funding in collaboration with the Fundraising Manager, to achieve a target to be agreed in support of the learning programme.
- 14 Oversee education bookings to ensure a timely response to requests and liaise with schools and community groups.
- 15 Set up and implement evaluation mechanisms for the learning programme, public events and exhibitions in conjunction with the Collections Manager and analyse data to underpin decision-making for programme development.
- 16 Prepare statistics on learning and public engagement and provide reports on activities on request.
- 17 Work with the Volunteer Manager to oversee the work of education volunteers, devise rotas and co-ordinate work placements and other work-based learning opportunities including secondments, exchanges and internships.
- 18 Ensure correct and safe working practices by staff, volunteers and freelancers, ensuring the welfare of all staff, visitors and participants in line with the Health and Safety Policy and Safeguarding Policy.
- 19 Represent the Gilbert White House and FSC locally, regionally and nationally in respect of education and the charity's work.

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Other duties:

- ➔ Be willing to undertake other tasks commensurate with the post, as required by the Directors.
- ➔ Be willing to provide holiday / sickness cover for other members of the Management Team from time to time.
- ➔ Attend the premises for emergency call outs as required.
- ➔ Act occasionally as duty manager for the museum (full training will be given), with the following responsibilities:
 - ➔ Take full responsibility for the safety and security of the grounds, premises and contents - including locking and unlocking procedures - and the wellbeing of all visitors, staff and volunteers
 - ➔ Take a proactive approach to managing standards and presentation of the site.
 - ➔ Deal with any emergency, e.g. fire, accident or incident
 - ➔ Supervise and support Reception / Shop / Catering staff, including providing break-time cover for the Receptionist
 - ➔ Arrange last-minute staff cover if necessary
 - ➔ Greet visitors, give short introductory talks to pre-booked groups and answer questions
 - ➔ Cash up, or supervise cashing up, at the end of the day.
 - ➔ Respond to telephone and email enquiries
 - ➔ Deal with routine administrative duties as required
 - ➔ Assist the Museum Manager in ensuring our ongoing compliance with legislative requirements relating to health and safety, risk assessments, food hygiene and licensing requirements.
 - ➔ Assist the Museum Manager and other Managers in ensuring the smooth and efficient operation of the Museum, providing support wherever required.

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PERSON SPECIFICATION

ESSENTIAL

Qualifications and Experience

- Educated to degree level
- Extensive experience of working with children
- A minimum of 2 years' experience of delivering learning and developing education policy and strategy in a museum context or in outdoor environments

Knowledge and Competencies

- Knowledge of how people learn and of environmental and museum-based learning
- Knowledge of the national curriculum and of the current agendas at all levels of formal and further education
- Ability to work at a strategic level to develop education programmes, plans and resources
- Ability to deal with conflicting demands and focus on priorities
- Ability to manage and support people and actively collaborate with colleagues.
- Demonstrates genuine desire to work with and serve the public
- Manages budgets effectively and demonstrates a responsible attitude to available resources
- Works effectively with and has ability to develop educational output using new technology
- Commercial awareness, able to support profit driven activity
- Knowledge of the importance of Health, Safety and Security, Equal Opportunities and DDA, and the Protection of Children and Vulnerable Persons as it affects a public building
- Awareness of DDA and Equal Opportunities legislation as it affects a public building

Skills and Attributes

- A demonstrable interest in environmental and/or museums education and a commitment to object- and field-based learning
- A commitment to collaborative working with stakeholders and partners, and an understanding of the needs of successful partnership working
- Excellent presentation skills focussed and structured in written reports and engaging and inspirational in oral communication
- Practical skills in developing and implementing object-based activities with the following: children and young people in formal education; children and young people out-of-school; family groups, adults and/or mixed age groups in wider community settings; academic groups and those in further/higher education; older people
- Proven knowledge of types and methods of evaluation
- Proven project management skills
- Proven organisational skills

Desirable attributes

- Teaching qualification
- Demonstrable IT literacy
- Driving licence
- Own vehicle or regular access to vehicle
- Post graduate qualification in education or museum studies
- Has made successful grant applications

DBS: the post will be offered subject to a satisfactory DBS Disclosure.