



## Learning and Communities Officer Job Description and Person Specification

### Job Purpose

This key role, you will be responsible for the delivery of a vibrant formal and informal learning programme for the Cromwell Museum, as well as engaging with different community groups and organisations to engage, entertain and challenge our visitors and help us to develop new audiences.

Increasing the number of visits from schools will be a key part of your role, alongside developing our programme of family activities, talks, events and workshops for all ages.

You will develop relationships with community groups and organisations across the region to engage them with the Museum, its collections and stories and their relevance for the 21<sup>st</sup> century, with the aim of bringing new and different audiences into the Museum.

You will identify these and other areas where our learning offer can generate income to sustain the future of the Museum.

A passion for history, and the contemporary relevance of events in the mid-17<sup>th</sup> century, is vital, as is enthusiasm for engaging with the public through both formal and informal activities and programming.

Excellent teaching and facilitation skills combined with experience gained in learning & community environments are a must for this role. You will need the skills to produce and deliver creative learning activities for both formal and informal learners, and the ability to work with a wide variety of users of all ages. You will be expected to work strategically with other organisations to develop partnerships.

The Learning & Communities Officer will share responsibility for the running of the Cromwell Museum during its opening hours with the Museum's Curator and deputise for them in their absence.

### Key Outcomes

- To develop and deliver a dynamic and engaging learning programme, both formal and informal, to cover all ages, based on the Cromwell Museum's stories and themes.
- To engage with a wider cross-section of the local community, cementing the Cromwell Museum as being an important part of people's lives in Huntingdon and Cambridgeshire.
- To establish the Museum as a key learning resource locally, regionally, and nationally for the study and enjoyment of 17<sup>th</sup> century history.

## Responsibilities

- To lead on and help deliver an innovative cross-curricular schools programme, delivering on-site sessions at the Museum, off-site sessions & supporting materials, working with teachers and learning institutions.
- To develop links with community groups and organisations to encourage them to use the Museum, its collections and services, engaging with the Museum and helping shape its development.
- To work with and support our volunteers in delivering group sessions and events, school sessions and other learning related activities.
- To run appropriate bookings systems for all booked groups.
- To conduct appropriate risk assessments and ensure the health & safety of participants in learning activities.
- To run workshops, activities and special events for families, local community organisations, adults and groups, both on and off-site.
- To assist the Curator with content for our temporary exhibitions programme.
- To continue to build excellent and productive relationships with key external partners such as community groups, other museums, colleges, and universities.
- To assist with the marketing and promotion of the Museum through the production of printed and online materials, promotional activities, managing databases etc
- To work with the Curator on managing and producing content for the Museum's social media, including Facebook, Twitter and YouTube. To take the lead on develop new channels including Instagram and TikTok.
- To lead on the evaluation and of all learning-related activities and to produce reports as required for the Curator, trustees, and funders.
- To represent the Cromwell Museum at local and regional events to promote the Museum and its learning programmes.
- To act as a key holder for the Museum and undertake call-out duties and to share weekend and other out-of-hours duties according to the Museum's rota.
- To actively support the Museum's policies and procedures, and to comply with all health and safety at work requirements as laid down by the employer.
- To undertake such other duties as may be required as a part of the Cromwell Museum team.

## Person Specification

### KNOWLEDGE

	Ess	Des
• Educated to degree standard in a relevant subject AND/OR 5 years relevant experience in a similar role	•	
• Qualification in Education or Learning (e.g. PGCE)		•
• Museums Studies qualification, Associateship of the Museums Association ( <i>Costs may be supported by the Museum</i> )		•
• Understanding of audience access issues		•
• Interest in history	•	
• Knowledge of 17 <sup>th</sup> Century history		•

SKILLS	Ess	Des
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Development and delivery of learning sessions for primary and secondary school students.</li> <li>• Development of learning resources for primary and secondary school students.</li> <li>• Development of formal and/or informal programmes for adults.</li> <li>• Development and delivery of family activities</li> <li>• Development and delivery of learning sessions for further and higher education students</li> <li>• Ability to manage resources to time and to budget</li> <li>• IT skills including essential office applications</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
EXPERIENCE	Ess	Des
<ul style="list-style-type: none"> <li>• Managing resources</li> <li>• Successful partnership working</li> <li>• Community engagement projects</li> <li>• Evaluation of learning programmes</li> <li>• Experience of web content development and use of social media</li> <li>• Experience of working with volunteers</li> <li>• Experience of programming activities for adults and/or families</li> <li>• Experience of working in a museum or heritage context</li> <li>• Experience of generating income through learning activity and managing budgets.</li> <li>• Communicating with different audiences</li> <li>• Preparing reports, proposals and grant applications</li> <li>• Health and Safety</li> <li>• Audience consultation and development</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
BEHAVIOURAL	Ess	Des
<ul style="list-style-type: none"> <li>• High standard of professional ethics and integrity</li> <li>• Creative, pro-active, and organised</li> <li>• Flexible and adaptable</li> <li>• Commitment to own professional development</li> <li>• Ability to work under pressure on a range of competing priorities</li> <li>• Self-motivated and able to work without direct supervision</li> <li>• Committed to health and safety and the promotion of equality</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

**Reports to:** Museum Curator  
**Responsible for:** Education and Learning Volunteers  
**Contract:** 1-year initial contract (Extension to permanent depending on funding)  
**Salary:** £25,991 per year (SCP 20)  
**Annual Leave:** 26 days per year (plus Bank Holidays)  
**Working hours:** 37.5 hours per week (including some weekends and evenings).

**Probationary period**

This post is subject to the requirements of a three-month probationary period.

**Equal opportunities**

It is the aim of the Cromwell Museum to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality, or disability; or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee/volunteer must adhere to the equal opportunities policy and ensure that diversity is valued in the workplace.

**Health and safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees, and visitors.

**Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the Cromwell Museum. This job description is to be reviewed in conjunction with the post holder on an annual basis as part of the appraisal process.

**DBS Check**

As this post will be regularly in contact with young people and vulnerable adults, a satisfactory enhanced DBS check will be required.

**Employment Terms and Pension**

The post will be paid and employed by Huntingdon Town Council (HTC) according to their terms and conditions, including enrolment in the Local Government Pension Scheme. The post will be managed by the Cromwell Museum Trust.