

Designation:	Learning & Access Officer
Grade:	Stroud Grade 4
Hours:	30 hours per week, flexible hours apply. There is a requirement to act as occasional Duty Manager which may include weekends and bank holidays.
Location:	Museum in the Park, Stratford Park, Stroud
Job Purpose:	Develop targeted formal and informal learning activities that provide vibrant, varied and innovative cultural opportunities for schools, families and community groups.
Responsible to:	Museum Development Manager
Responsible for:	Direct management responsibility for: <ul style="list-style-type: none">• Temporary, project and freelance staff/ event providers• Work placements and volunteers working on projects
	Supervision: <ul style="list-style-type: none">• All staff, contractors and premises hirers when acting as Duty Manager

KEY DUTIES

- To create, deliver and evaluate the museum's learning programme and associated policies for new and existing audiences, ensuring that their needs are met.
- To work collaboratively and in partnership to develop and sustain the museum's learning offer both on and off-site.
- Support the research, preparation and submission of funding bids and support delivery.
- Ensure the learning programme is in line with local, regional & national standards and agendas in the museum and education sector, including the Museums Association's Code of Ethics.
- Provide advice on learning activities and access.
- Recruit education staff including freelancers and event providers.
- To assist the Museum Development Manager in leading staff training.
- Manage the administrative aspects of the Learning Programme.
- To promote the Museum and its learning activities.
- To be responsible for health & safety of learning activities.
- Advocate and improve access to services as part of the museum team.
- Arrange and supervise work placements and support related activities.
- Act as key-holder for the Museum in the Park premises
- Act as the Museum's second named person for Safeguarding purposes.
- Act as a Duty Manager.

SKILLS AND KNOWLEDGE

- Educated to Degree standard or above, or equivalent experience
- Holds a Qualified Teacher Status (QTS) or equivalent
- Proven teaching and facilitation skills
- Ability to understand and interpret museum collections for target audiences
- Ability to develop a good rapport with learners of all ages, abilities, and learning styles
- Ability to motivate learners and differentiate sessions to respond to needs
- Application of health & safety to learning activities
- Understanding of the principles of access and equality
- Excellent communication skills, both written and verbal
- Excellent organisational skills, with proven ability to work to deadlines, forward plan and manage own time effectively
- Ability to manage, motivate, and support freelance staff and volunteers
- Knowledge and understanding of learning development in the widest sense
- Awareness of safeguarding
- Excellent customer care skills
- IT Literate

COMPLEXITY AND CREATIVITY

- Solve problems and find creative solutions with an aptitude for creativity.
- Calm under pressure and ability to adapt to changing work environments.
- Flexibility and adaptability in dealing with the day to day demands.
- Manage and respond to enquiries on the learning programme.
- Generate innovative and imaginative ideas that link learning activities with the collections/ museum 'offer'.
- Maintain positive working relationships with SDC colleagues, the Cowle Trust, contractors, actual and potential customers and users, voluntary organisations.
- Support and facilitate events.
- Able to 'sell' products, services, ideas and concepts to people
- Assist your manager in ensuring that a positive team ethos is engendered and maintained. Be a positive team member

JUDGEMENT AND DECISIONS

- Make decisions within the context of the Museum's Forward Plan within the context of Learning and Access activities (e.g. Audience Development, Access Policy, Learning Development).

- Ability to work independently of supervision, to plan and prioritise work across a broad range of responsibilities.
- Routine decisions on aspects of work with all other decisions being referred to Museum Development Manager.

CONTACTS

- In addition to line manager, work closely with other museum officers.
- Members of the public
- Members of the Council
- Members and staff of other local authorities / partner agencies
- Suppliers and contractors

RESOURCES

Responsible for the proper use and safekeeping of equipment and for the accurate handling and security of small sums of cash and cheques or financial resources.

TRAVEL DESIGNATION

You are required to have access to a vehicle in order to fulfil the duties of this role. You will be entitled to claim for the mileage you incur whilst on Council business in accordance with HMRC mileage rates and the Council's Travel and Subsistence policy.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy.
- To undertake any appropriate duties required to meet the Council's

obligations under the Civil Contingencies Act.

MISCELLANEOUS

- Enhanced DBS check required
- All museum staff are expected to dress appropriately for a public facing service and their role. Generally, this is smart but not formal and includes trousers or skirt and appropriate footwear. Staff are required to wear the badge provided.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.