

Learning & Outreach Development Officer



National Army Museum

Post: Learning and Outreach Development Officer – Development Project

Post No: NAM 774

Reports to: Head of Education

Job role

Responsible for the development, testing and evaluation of all Museum Development Project related learning and outreach activity across multiple sites including the Museum in Chelsea, new facilities North of London, temporary locations and off-site. Activities will include facilitating panels for formative evaluation of the Museum's learning provision and developing and testing learning resources and activities for both formal and informal learning.

Job Description

1. In conjunction with the Head of Education, the post-holder is responsible for:

- a. Establishing and facilitating teacher panels for formative user-evaluation of Museum, gallery, exhibition and touring exhibition development, the formal learning programme (including physical and virtual outreach) and formal learning classroom and exhibition resources.
- b. The compilation of reports and recommendations drawn from teacher panels to inform the work of the Museum.
- c. The development, piloting and evaluation of career development opportunities for schools, working in consultation with the National Careers Advisory Service to test work experience placements for Y10-11.
- d. The development, piloting and evaluation of the formal learning (outreach) programme to be delivered to schools, Army and other Groups, during and after the redevelopment, including physical and virtual outreach.
- e. The development of off-site CPD for teachers.
- f. The development, piloting and evaluation of 'first time' accessible tours of the Museum and other Museum venues, for first-time visiting groups.
- g. The development, piloting and evaluation of formal learning classroom and exhibition resources. This will include the development and testing of resources to support the national curriculum and learning in schools for the Waterloo 200th Anniversary.
- h. The development, piloting and evaluation of learning resources for Museum interpretation and travelling exhibitions.

2. Resource Management

The post has no direct line-management responsibilities.

3. Internal Relationships

- a. The post holder will need to work closely with the Museum HLF Bid Team and maintain a close working relationship with the Collections and Interpretation staff and the Visitor Services Department.
- b. Work closely with the Development Fundraising Manager and Fundraising staff, in assisting with information for the preparation of funding and grant applications.

4. External Relationships and Partnerships

- a. Establishing and maintaining a wide range of partnerships with formal learning providers including universities, colleges and schools, and other learning providers and organisations who have an influence on, or may contribute to, the achievement of the Museum's activities.

5. Health & Safety

- a. Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

6. In addition, the post-holder is required to:-

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
 - b. Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
 - c. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team Finance Committee, of which the post-holder is a member. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.
 - d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (Risk Management at the NAM: Matrix of Risks).
 - e. Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - f. Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.
 - g. The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Management Team.
 - h. Chair Museum committees, teams and working parties, as delegated by the Director.
 - i. Make presentations to the NAM Council (Trustees), the Director, Management Team and members of staff.
 - j. There is a requirement for the post-holder to fully participate in, and support the work of the wider Department. This will include routine administration, as required.
7. The appointment is a fixed-term contract up to November 2013 (subject to a three-month probation period) and pensionable, working 36 hours per week, 5 days out of 7. Additional evening and weekend working may be required. The salary is £27,064pa inclusive of Recruitment and Retention Allowance. The post-holder is required to give two months notice in resigning.
8. The appointment will be subject to a security clearance through Disclosure Scotland.
9. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
10. The National Army Museum is an equal opportunities employer.
11. The National Army Museum operates a no smoking policy.

Janice Murray, Director
National Army Museum May 2012

Location:	Chelsea
Category:	Outreach
Duration:	
Type of Contract:	Contract
Hours:	Full Time
added: May 18, 2012	deadline: June 15, 2012

More information: <http://www.nam.ac.uk/vacancies>