**JOB DESCRIPTION – Learning Manager**

**NATIONAL COAL MINING MUSEUM FOR ENGLAND**

**Reporting to: Head of Engagement and Curation**

**Responsible for:** Learning Co-ordinators

Visitor Engagement Co-ordinators

Bookings Assistant
Living History Interpreters, Learning Facilitators

Volunteers

Freelance or casual staff
Students

**Purpose of Role**

The Learning Manager will manage the Learning Team in the development and delivery of a range of activities, workshops and events to increase access to and enhance engagement with the heritage of coal mining and the associated collections both onsite and digitally.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

Working at weekends is required with this role

**KEY RESPONSIBILITIES**

1. With the Head of Engagement and Curation develop the strategy for learning and programming in line with the emerging thoughts from the Museum’s master planning process.
2. Responsible for the development and provision of a formal learning programme both on site and virtually for primary and secondary schools.
3. Responsible for the development and provision of a year-round informal learning programme which attracts and engages the Museum’s key target audiences both on site and digitally.
4. Lead on the learning elements of exhibitions and permanent displays, including planning, content development and delivery in collaboration with the Curatorial Team
5. Develop the Museums Community Engagement strategy and implementation
6. As the Museum’s Safeguarding lead, maintain and disseminate effective child and vulnerable adults safeguarding practice in the Museum
7. Ensuring all programmes, projects and events are delivered on time, to budget and appropriately evaluated.
8. Create and develop opportunities for consultation and feedback to inform the work of the Museum.
9. To lead and manage the Learning team with overarching responsibility for the management, training and development of the team.
10. Working with the Head of Engagement and Curation to actively seek and develop partnerships with academic institutions and local and regional networks and organisations.
11. Be accountable for their own personal development and to keep up to date with museum and industrial heritage developments, education policies and developments both nationally and worldwide.
12. Take reasonable care for the health and safety of all staff, volunteers and of others who may be affected by their acts or omissions at work.

**PERSON SPECIFICATION:**

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| **Knowledge and Experience** |
| Essential |
| * Proven experience of developing, teaching and managing learning programmes within a museum setting
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| * Experience of budget management
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| * Experience of managing staff and volunteers
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| **Qualifications and Training** |
| Desirable  |
| * PGCE or relevant teaching degree
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| **Skill and Abilities** |
| Essential |
| * Excellent communication skills – both written and oral
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| * Ability to prioritise and manage a diverse workload and manage a number of projects simultaneously and efficiently with a minimum of supervision
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| * Excellent interpersonal skills with the ability to work with a wide range of people
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| * Sound IT skills including Microsoft Office and digital communication and delivery platforms
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| Desirable |
| * Experience of working with community groups
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The post-holder’s duties must at all times be carried out in accordance with the Museum’s Equal Opportunities Policy and other policies designed to protect employees or the Museum’s users

It is the duty of the post-holder not to act in a prejudicial manner towards the Museum’s users or employees. The post-holder should also counteract such practice or behaviour by challenging it or reporting it.

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| **Agreed By** |  |
| **Date of Issue** |  |