JOB DESCRIPTION

NATIONAL COAL MINING MUSEUM FOR ENGLAND

1. POST DETAILS

 Learning Co-ordinator

Fixed Term to 31 December 2022

Salary £25,648 pa

**REPORTING TO:**

Learning Manager

**SUPERVISORY RESPONSIBILITIES:**

No direct line responsibility but the post involves the supervision of casual staff such as activity facilitators, Living History Interpreters, student placements and volunteers.

**PURPOSE OF POST:**

To assist the Learning Manager in providing formal and informal learning experiences at the Museum for a range of visitors, including developing and leading interactive activities and workshops, creating resources, and providing administrative support when required.

Working some weekends is required with this role

**KEY RESPONSIBILITIES**

* Working in collaboration with schools, other educational establishments, and visitors to give a hands-on participative learning experience.
* Delivering workshops to schools
* Developing interactive workshops and special events for Under 5 audiences, school groups, family and community groups and leading these as required.
* Assisting in the facilitation of school party visits by advising on programmes of events, setting up resources etc. and general problem solving prior to and during a visit.
* Administration, care, and conservation of the museum’s loan service and ensuring updating and replacement are consistently maintained.
* Management and control of allocated resources including materials for the workshops and events.
* Contribute to the preparation of the Museum’s learning resources for use on site and on the website.
* Assisting with the marketing and promoting of the loans service, workshops, and events.
* Working with staff as part of the outreach programme in schools and with community groups
* Devising and developing activities and workshops to increase access to our collections and diversify our audiences.
* Working with the Learning Manager and the Curatorial Team on exhibitions and projects to design new galleries and to provide educational input towards the devising of interactive exhibits etc.
* Undertake other duties at a comparable level of responsibility when required.

**Special Features:**

* The Museum operates on 7 day working, so for the success of the organisation you may be asked to work occasional evenings, weekends and Bank holiday’s. The museum is open to the public Wednesday to Sunday.
* As this post involves working with children, candidates are required to sign the appropriate declaration and consent forms and co-operate with the relevant checking procedures.
* The post holder will be required to deputise for the Learning Manager during periods of absence due to work commitments, annual leave or sickness.

**PERSONAL CONTACT:**

Internal:

* Other museum staff.

External:

* Members of the public
* Education establishments and freelance education providers
* Individuals or organisations using the museum’s loan service.
* Other Museums, libraries, local authorities, funders, and education professionals.
* Outside resource suppliers

**PERSON SPECIFICATION:**

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| **Knowledge and Experience** |
| Essential |
| * Experience of working with children, young people, and families in a formal or informal learning setting
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| **Qualifications and Training** |
| Desirable  |
| * PGCE or relevant teaching degree
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| * Degree or demonstrable equivalent skills and experience in science, technology, or engineering
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| * **Skill and Abilities**
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| 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 Volunteers
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| * Experience of working in a cultural or heritage environment.
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| * Having creative skills
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| * Experience and expertise in science communications, making real-life science concepts relevant and engaging for diverse audiences
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| * Familiar with STEM agenda in relation to formal and informal learning
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The post-holder’s duties must always 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** | Katie Cavanagh |
| **Date of Issue** | March 2022 |