

---

## JOB DESCRIPTION

---

<b>Job Title</b>	Project Officer
<b>Department</b>	Their Past Your Future
<b>Division</b>	Public Services Division, Imperial War Museum
<b>Reports to</b>	Deputy Project Director
<b>Salary</b>	£20,976 to 25,636
<b>Term</b>	Fixed term to 30 June 2009

---

### Purpose of the Job

---

You will work across all the strands of this project to develop and deliver innovative learning experiences and resources for young people, their teachers and youth leaders. Your particular area of specialist responsibility will be in ensuring that the Immersive Learning Programme is relevant and responsive to the formal education requirements of 14-19 curriculum, and develops innovative and good practice in the teaching and learning of History and Citizenship for young people, and for their teachers. However, you will work together with the other two Project Officers as a team to develop and deliver all strands of the Immersive Learning Programme.

You should be familiar with and committed to the principles and practice of *Inspiring Learning for All* ([www.inspiringlearningforall.gov.uk](http://www.inspiringlearningforall.gov.uk)). Their Past Your Future uses this framework to plan, implement and evaluate the project's activities and outcomes.

You will be part of a small, dedicated and inter-disciplinary project team, based in offices near to Imperial War Museum London

---

### About Their Past Your Future

---

Their Past Your Future is funded by The Big Lottery Fund until March 2010. It is an innovative learning project that was initiated in 2004, as part of the national commemorative programme for the sixtieth anniversary of the end of the Second World War. Phase 2 of the programme aims to further develop some of the innovative approaches to learning developed in its first phase, building on evidence of learning impact for participants reported in the Phase 1 evaluation report.

The second phase of the programme includes the following strands of activity: the immersive learning programme working with young people in schools, youth groups, and secondary school/sixth form teachers, to focus on particular historical conflicts and citizenship themes of the twentieth and twenty first centuries, and including an overseas visits programme; an Eyewitness strand in which veterans of, and eyewitnesses to, war are brought together with young people to discuss and learn about the impact of conflict on people and places; a website (including downloadable teaching and e-learning resources, online exhibitions, and general project information); CPD and training opportunities for teachers and other educators within the museums, libraries and archives sector; a coordinated programme of community-focussed learning projects at all five IWM branches; a coordinated programme of digitisation of items from the Museum's collection to support the entire programme.

The Imperial War Museum is the lead partner of Their Past Your Future, and works with the Museums, Libraries and Archives Council of England, the Northern Ireland Museums Council, the National Library of Wales and the Scottish Museums Council to deliver the project across the United Kingdom.

---

## **Principal Accountabilities**

---

### **Immersive Learning Programme**

You will work across all four strands of this programme, with particular focus on the following areas:

#### **Commemorative Visits programme**

- Lead/support overseas commemorative visits. Responsibilities will include: assisting with the selection of participating groups, through competitions or application of agreed piloting criteria; develop and plan detailed itineraries for the commemorative visits in partnership with the tour operator(s), school, youth or teacher group concerned, and museums, historic sites etc to be visited; deliver all paperwork required to accompany visit (including, risk assessment, historical information, health and safety information, briefing packs, evaluative materials); organise preparatory and follow-up days at IWM branches
- Act as the 'relationship manager' for several of the school, youth and teacher groups that take part in the Immersive Learning Programme, to guide the development of their individual projects and ensure that their experience with TPYF is tailored to their needs, but still meets the overall project objectives
- Attend conferences and other training/development events with direct relevance to learning in schools, and schools' interaction with museums/learning outside the classroom

#### **Mentoring and Work Experience**

This strand of the project will provide training for teachers to act as professional mentors to other educators participating in elements of the Immersive Learning Programme, and work experience opportunities for young people within the branches of the Imperial War Museum. Your role in this strand will be to:

- Contribute to the development of the strand itself throughout the life of the project, including the researching and piloting of approaches to teacher CPD, mentoring and development of support materials
- Participate in the delivery of any relevant training and induction sessions
- Manage and mentor individuals participating in the strand, when appropriate and required by the programme

#### **Learning Resources and Website**

- Research, plan and develop collections-based learning resources, workshops and educational projects in partnership with participant school, youth and teacher groups, and for publication on the TPYF project website
- Develop learning resource materials, including research for online exhibitions and topic-based case studies that reflect the key themes of Their Past Your Future and make use of the IWM collections and resources. These resources will be designed for use beyond the life of the project, to be disseminated in paper and web-based formats

- Contribute to the development of learning resources to support the Eyewitness strand of activity
- Authoring additional content for the project website and IWM website and intranet as appropriate
- Contributing to the development of training materials and online learning tools for teachers and educators

## General

- Assisting in the development and implementation of evaluation, using the principles of *Inspiring Learning for All*, to measure the learning impact of this programme
- Participating in the overall development of the project by taking an active part in team meetings and training as appropriate
- To assist in the preparation of reports required by The Big Lottery Fund, IWM, internal auditing and financial accounting purposes
- To answer any relevant enquiries from partners and public
- To represent the project externally, including contact with the media where appropriate

## Person Specification

Essential Criteria	How this will be assessed
A first degree in a subject related to that of the Imperial War Museum, and a proven interest in, and knowledge of, twentieth and twenty first century UK and world history of conflict and its impact	Application form and interview
Knowledge and understanding of the needs of the English National Curriculum (GCSE, AS and A2 levels) and equivalents in Scotland, Wales and Northern Ireland, as well as those of pastoral	Application form and interview
Either 1-2 years' experience of teaching in a school or sixth form, preferably History or Citizenship or 1-2 years of teaching and facilitating learning experiences for school-aged groups in a	Application form and interview
Experience of researching and using museum collections to create learning resources for learning, for use online or in actual workshops/teaching situations	Application form and interview
<b>Key competencies</b>	
Teamworking and Collaboration Able to demonstrate a team-oriented approach that contributes to the open culture of this small project team and a commitment to	Application form and interview
Customer and Communication Skills Able to demonstrate enthusiasm and ability to engage with people at all levels, to develop a clear understanding of their needs and	Application form and interview
Continuous Improvement Able to demonstrate a flexible, solution-focused approach even when faced with unpredictable problems	Application form and interview

Continuous Improvement Able to demonstrate a flexible, solution-focused approach even when faced with unpredictable problems	Application form and interview
Results Drive Able to demonstrate a pragmatic approach that is focused on delivering objectives, managing diverse priorities and workload	Application form and interview
Promoting Diversity Able to demonstrate a commitment to the principles of diversity	Application form and interview
<b>Desirable Criteria</b>	
A post-graduate teaching qualification in secondary school education, preferably in History or Citizenship	Application form and interview
Awareness of the practical use of the <i>Inspiring Learning for All</i> framework	Application form and interview
Experience of planning, leading, organising or participating in educational field trips, in the UK and overseas	Application form and interview
Experience of writing and/or evaluating e-Learning materials	Application form and interview
Experience of intergenerational learning	Application form and interview

## Key Relationships

Internal: Their Past Your Future project team; the Learning and Access, Marketing and Curatorial teams at Imperial War Museum.

External: Key partners to Their Past Your Future including Museums, Libraries and Archives Council England, National library of Wales, Northern Ireland Museums Council, Scottish Museums Council, The Big Lottery Fund, Commonwealth War Graves Commission; participants in the Immersive Learning Programme including teachers, young people, youth leaders, veterans and eyewitnesses.

---

## Additional Information

---

## Terms and Conditions

- The standard week is normally 41 hours over a five-day week inclusive of one-hour lunch break each day. Hours of attendance are Monday to Thursday 9.00am to 5.15pm and Friday 9.00am to 5.00pm. Due to the nature of project working, and the demands of overseas travel within the Immersive Learning Programme, there will be a requirement on occasions to work unsocial hours and weekends for which leave in lieu or overtime will be granted as agreed with your line manager.
- The annual leave allowance is 22 days per annum plus 9 days public holidays, rising to 25 after one year's service and 30 days after 12 year's service
- The successful candidate will be on probation for six months
- The Museum has introduced a total ban on smoking in all its buildings
- The normal retirement age for staff of the Imperial War Museum is 65 years

- The successful candidate will be required to undergo an enhanced disclosure check through the Criminal Records Bureau
- As the post requires overseas travel, the successful candidate will be required to provide evidence of a full passport valid for the entire duration of the contract, for unrestricted travel. Any renewals will be the sole responsibility of the candidate

### **Salary**

The salary range for the Project Officer is £20,976 to £25,636 per annum. Starting salary is usually at or near the minimum of the range. Salary increases are in line with the Museum's Performance Pay Scheme.

### **Band**

All posts in the Museum are allocated to a Band to indicate approximately the level of responsibility of the post and position in the Museum's structure. As a Project Officer, your Band Allocation will be Band C. Please note that this band can be subject to review.

### **Benefits**

The benefits listed below are discretionary and the Imperial War Museum reserves the right to vary or withdraw them at any time. All such benefits apply during the course of your employment only.

- The Museum is a member of the Civil Service Pension Scheme. Civil Service offers a choice of final salary and stakeholder pension, giving you the flexibility to choose the pension that suits you best.
- An interest free season ticket loan scheme after three months service.
- 20% discount in the Museum Shop.
- 25% discount in the Museum Restaurant.
- Concessionary rate at Morley College.
- Free entry to the majority of Airshows at Duxford.
- Free entry to most fee charging exhibitions in other National Museums.
- Continuous professional Training & Development opportunities.
- Enhanced maternity and paternity benefits linked to length of service.
- Child care vouchers
- Subject to the society's terms and conditions, IWM staff are entitled to membership of the Benenden Healthcare Society.
- IWM staff also have access to the Civil Service Benevolent Fund.

### **Selection**

The candidates who appear from the information available to have the best qualifications and experience will be invited to interview. It is thus essential that your completed application form gives a full but concise description of the nature, extent and level of the responsibilities you have held.

For an application pack please visit our website [www.iwm.org.uk](http://www.iwm.org.uk) (job opportunities) or email: [recruit@iwm.org.uk](mailto:recruit@iwm.org.uk).

Applications close 12.00pm Monday 23<sup>rd</sup> April 2007.

For more details on the Museum, see our website at [www.iwm.org.uk](http://www.iwm.org.uk)

For more details on the Their Past Your Future programme, see our website at [www.theirpast-yourfuture.org.uk](http://www.theirpast-yourfuture.org.uk)

***The Imperial War Museum is committed to a policy of Equal Opportunities.***

