
JOB DESCRIPTION

Job Title	Head of Corporate Education
Division	Public Services, Imperial War Museum
Reports to	Director of Public Services
Salary Range	£32,000 to £40,000 per annum
Term	Fixed term to 31 December 2009 to provide secondment cover

Purpose of the Job

The Head of Head of Corporate Education advises the Director of Public Services and the Director General on learning policy and is the Museum's chief representative and advocate on all educational matters.

This post works closely with learning teams based at the Museum's five branches, (Imperial War Museum London, Imperial War Museum North, Imperial War Museum Duxford, HMS Belfast and at the Churchill Museum and Cabinet War Rooms) and with a wide range of other staff throughout the Museum. The HCE is responsible for ensuring the coordination of planning, delivery and reporting of programming. Candidates will need to combine a thorough knowledge and awareness of the museum sector, including relevant strategic and political agendas, with a pragmatic and focused approach to achieving progress and success. The ability to work effectively in partnership and through groups to achieve targets is essential.

Principal Accountabilities

- Ensuring that *Inspiring Learning for All* is built into working methods and practices across the Museum.
- Organising and chairing quarterly meetings of the Heads of Learning and Education, focusing on policy, planning and reporting
- Setting up regular Sharing Good Practice sessions for professional development in response to need.
- Representing Learning on internal groups including Corporate Marketing; Visitor Services; Accreditation; Your History; Web; and Publications & Licensing.
- Acting as the Museum's representative throughout the learning and cultural sector and at specific bodies including the MLA and DCMS. Sitting on external groups and such as the NMDC Learning and Access Committee. Updating Museum staff on policy and research as necessary.
- Working with colleagues to identify opportunities for external fundraising and sponsorship of learning activity.
- Contributing to the Museum's corporate plan.
- Producing an annual activity report for internal and external distribution.
- Attending or speaking at conferences, workshops and seminars as appropriate.
- Completing reports and financial records as required
- Acting as the central repository for all relevant statistical reports across the Museum

Specific projects and strands of work

National Museums and Galleries Online Learning Project (Webquests and Creative Journeys). Responsibility for internal coordination including managing staff time and expertise (Web Office, Collections, Learning/Education teams); taking an active part in partnership and management meetings; recording the Museum's in-kind and financial contribution to the project.

Rethinking Disability Representation Project Liaising with the lead partner, the Research Centre for Museums and Galleries in Leicester; ensuring the successful delivery of the project by the IWM London education team; disseminating research and development from the project to all Museum branches.

Diversity Strategy Supporting branches in the implementation of diversity strategy to ensure the further diversification of audiences. Work includes policy, planning and the securing of external funding for community and learning projects.

Adult learning programme Auditing and reporting on current provision and developing a strategy for co-ordination and development across the Museum.

Web & Digital Futures Strategy Coordinating and reviewing learning and education content on the Museum's website (iwm.org.uk). Identifying areas for future development and sources of funding.

Accreditation Ensuring that the Museum responds to relevant user needs identified via visitor feedback and market research.

Key Relationships

Internal

Heads of Learning/Education at each of the five IWM branches and their teams; Corporate Marketing Manager; Head of Strategy and Planning; Director of Collections; Head of Research & Information; Development team; Volunteer Coordinators; Project Director of Their Past Your Future project

External

Museum Education team at DCMS; MLA Policy & Advocacy team; NMDC Learning & Access Committee; Project team for, and partners to, the National Museums & Galleries Online Learning Project; Project team for, and partners to, the Rethinking Disability Representation project

Person Specification

	Essential Criteria	How this will be assessed
1	Have a first degree in a subject relevant to the post and the Museum	Application form and interview
2	Have sound knowledge and understanding of the museum and learning sector, and related government agendas/priorities	Application form and interview
3	Have three to five years experience working in a museum, or other cultural learning environment	Application form and interview
4	Have experience of successfully managing complex relationships with peers, colleagues, stakeholders, external partners and funders	Application form and interview
5	Have direct experience of or familiarity with implementing <i>Inspiring Learning for All</i>	Application form and interview
6	Be able to write in a clear, concise and literate manner	Application form
7	Be an effective and persuasive negotiator	Interview
8	Be computer literate	Application form and interview
	Key Competencies	
9	Be committed to providing excellent services and meeting audience needs	Application form and interview
10	Be able to translate strategies into specific activities and align resources with objectives	Application form and interview
11	Be able to prioritise, and demonstrate drive, flexibility and enthusiasm	Application form and interview
12	Have a commitment to developing practical strategies and initiatives to increase diversity across the Museum	Application form and interview
13	Be administratively efficient and able to manage budgets	Application form and interview
14	Have experience of identifying and secure sources of income to support educational activities	Application form and interview
	Desirable Criteria	
15	Have a postgraduate qualification in Museum Studies	Application form and interview
16	Have experience of leading projects in one or more of the following: diversifying audiences; adult learning; learning about disability; online learning	Application form and interview

Additional Information

Terms and Conditions

- Your normal hours of work will be 41 gross including lunch breaks. This would normally be Monday to Thursday 09:00 - 17:15 and Friday 09:00 - 17:00. There may be a requirement on occasions to work unsocial hours.
- The annual leave allowance is 22 days per annum, rising to 25 days after one year's service, plus public holidays.
- The successful candidate will be on probation for 6 months.
- The normal retirement age for staff of the Imperial War Museum is 65 years.
- The Museum has a total ban on smoking in its buildings.
- The successful candidate will be required to undergo an enhanced disclosure check through the Criminal Records Bureau.

Salary

The salary range for the Head of Corporate Education is £32,000 to £40,000 per annum. Salary increases are in line with the Museum's Performance Pay Scheme.

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 their application to most closely meet the essential criteria 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. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form.

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

Closing date for receipt of applications is Midday 15 Tuesday May 2007

Interviews are likely to take place on Thursday 24 May 2007.

Appointment to this post is subject to the completion of satisfactory security clearance. We regret that if you have not heard from us within three weeks of the closing date your application, in this instance, has been unsuccessful.

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

