

Job Title: Learning Officer

Reports to: Audrey Steeley - Creative Projects Manager
Based at: Heron Corn Mill, Beetham, Cumbria LA7 7PQ

This is a fixed term post for three years. Any continuation is subject to additional future funding and review of staffing needs..

Job Purpose

Heron Corn Mill has been awarded a Heritage Lottery grant of £939,100. The next three years will be taken up with extensive capital works, specific projects and events activity that will greatly improve the visitor experience. Heron Corn Mill is now looking to recruit the following post of Learning Officer. This role will lead the development of all learning focused activities at the mill, be they formal or informal, including all ages and abilities. There will be some hands on teaching and training opportunities, some administration, work with teachers and schools development and support.

Main Duties and Responsibilities

1. When first appointed, and during the first few months of the post, working with the Capital Works Contractor to develop and manage the training and public engagement activities at the Mill.
2. Develop the idea of two young peoples creative clubs on one Saturday per month. The aim of the clubs is to engage young people with the Mill and the heritage. This to be done in conjunction with other staff and volunteers so that projects and events may overlap to best effect.
3. To consider offering students studying youth work and / or teaching the opportunity to gain experience, so the post may involve liaison with the local colleges and universities to encourage these students to take placements.
4. Work with Dr Stephen Counce at the University of Central Lancashire History Department on projects to create learning and interpretation for the Corn Mill, through student research projects and work placements.
5. Work with the Millwright and other staff in the design development and operation of the "Looking After a Water Mill" course and other training events.
6. Engage with teachers and heads in schools (Key stage one and two) on an effective teachers forum to find how best to involve Heron Corn Mill in the schools and in facilitating the learning experience.
7. Engage with other initiatives such as The Heritage Alliance Engaging Places, National Mills Weekend, Heritage Open Days, National Science and Engineering Week, Museums at Night etc., and liaise with

the Creative Projects Manager to integrate and overlap activities in the events programme.

8. Develop and deliver school sessions Key Stage 1 & 2 both on site and off site. The school sessions on site would need to involve the volunteers and other staff. When delivering off site the programme would be developed and delivered by the Learning Officer.
9. Development of the existing teachers pack into a valuable online resource available through the website.
10. Develop and extend the existing links with further and higher education institutions, using the unique site and data that is held at Heron Corn Mill
11. Take the lead on developing a range of specialist interest talks and presentations from visiting speakers on subjects of interest to visitors to the Mill, liaising with the Creative Projects Manager and other staff, so this can be integrated into the programme.
12. Be the champion for the Board Development Day and organise this annual event for and on behalf of the Board and the Mill.
13. Be responsible for the community IT equipment, and also the range of education resources held at the mill
14. Work with the Volunteer Coordinator on finding an archivist who is willing to train the Heron Corn Mill volunteers to archive the resources of the mill.
15. Control the Learning Budget that is available for the Clubs, events, materials and subsidising school transport for visits.
16. Any other duties as required

Additional Information

- Salary in the range £18,000 to £24,000 pro rata
- This is a part-time post working an average of 19 hours per week, ie. 50% of full time equivalent. Working hours may be flexible to fit both the Post-holder's work/life balance, and the needs of the Team. There will be some weekend and evening work necessary.
- Annual leave entitlement is 5 weeks pro rata.
- In addition, you will be expected to work on Bank Holidays as appropriate. You will receive a day off in lieu for each bank holiday worked.
- The Mill is currently closed between Christmas and New Year. However, if this situation changes, the Post-holder may be expected to work during this period in the future.

- There will be an annual appraisal, and a review in Summer 2014 with the potential to develop or change the direction of the post.

Person Requirements

- Personality:

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The successful applicant will be a natural educator and keen to develop and share knowledge. They will have experience of, and enjoy working with, a wide variety of people and as part of a team. They will be enthusiastic about the Mill and what it has to offer the community. Some interest and/or knowledge of science, engineering and technology would be an advantage but not essential. A knowledge and understanding of the National Curriculum the key stages and where Heron Corn Mill fits in with this would be beneficial to the post-holder.

- Personal Situation / Commitment:

Able to be relatively flexible and fit with the other staff to ensure a staff presence whenever the Mill is open to the public. This will involve some evening and weekend work.

- Computer Skills:

Able to work in basic office packages effectively such as Microsoft Word, Excel, PowerPoint and Outlook. Knowledge of InDesign is desirable but not essential.

- Health and Safety skills:

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A valid First Aid at Work Certificate, and at least Level One Food Hygiene Certificate, would be preferred. If not, training can be organized as necessary. The Post-holder must be able to demonstrate that they are to manage Health and Safety Risk Assessment for education groups, either by providing evidence of training, or by demonstration of knowledge at interview.

- Management Ability:

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Experience at completing Training Needs Analysis and knowledge of where to go to buy in required training.

Supplementary Information

An offer of employment is subject to obtaining two satisfactory references, and enhanced CRB clearance (Criminal Records Bureau) as this post will have access to children and vulnerable adults. The Post-holder must be eligible to work in the United Kingdom.

Health & Safety at Work Act

This states that it is the responsibility of the individual to ensure that they observe and follow all health and safety instructions, signs and procedures. That they work so as not to endanger themselves or others.

Applications by email to	audrey@heronmill.org
Closing date for applications	Midday Friday 15 February 2013
Interviews will be held on	28 February