

## **TULLIE HOUSE MUSEUM & ART GALLERY TRUST**

### **JOB DESCRIPTION**

Job Title: **Family Learning Officer**  
(Temporary until 31 March 2015)

Grade: E (£19,621 – 20,858 per annum)

Responsible to: Programming Manager

Responsible for: Casual Informal Learning Assistants  
Volunteers, placement and work experience students  
Freelancers and external contractors

### **OVERALL PURPOSE**

- ◆ To assist with providing an outstanding public programme for Tullie House which will inspire, empower learning and provide enjoyment for all
- ◆ To devise and deliver an innovative and dynamic family learning programme to encourage visitors and communities to actively engage with the museum collections (including the Guildhall), exhibitions, events and initiatives.
- ◆ To assist in meeting the targets of the Cumbrian Museum's Consortium (CMC) as agreed with Arts Council England as part of the Major Grants Fund award.

### **KEY AREAS OF RESPONSIBILITY**

1. To work closely with the Programming Manager and the Collections and Programming Teams to:
  - a. Develop an engaging programme of holiday, weekend and special events targeted at family audiences.
  - b. Develop a creative range of learning resources and interpretation media to support the permanent and temporary exhibitions.
2. To embrace the philosophy (manifesto) of the Kids in Museums initiative and work with staff across the organisation to develop innovative initiatives that ensure that Tullie House and the Guildhall deliver award-winning family friendly services.

3. To build and maintain partnerships with other organisations to promote and broaden engagement in the family learning programme.
4. To coordinate the team of Casual Informal Learning Assistants to deliver the family learning programme. Manage the staffing rota, timesheets and team meetings.
5. Recruit, supervise and train casual staff, freelancers and volunteers to deliver activities and events.
6. To develop a succession plan and build long term sustainability into the Family Friendly Programme to ensure that it can continue once funding expires.
7. Be responsible with the Galleries Manager for the development and maintenance of the gallery resource areas.
8. To act as family friendly advocate in the planning of exhibitions, events and initiatives such as 'Collections Conversations' (including text writing).
9. Liaise with the two other members of the CMC (Lakeland Arts Trust and the Wordsworth Trust) to coordinate the development and delivery of family learning across the Consortium.
10. To keep up-to-date with current approaches and good practice in the museum, audience development, community and outreach sector and to link with regional and national initiatives, e.g. Kids in Museums.
11. To effectively evaluate the programme against planned aims and objectives, and to produce reports as required.
12. To record participation figures and prepare internal and external reports and case studies as required.
13. To monitor the budget attached to the post.
14. To ensure that all family friendly activities are safe, inclusive and risk assessed.

## **OTHER DUTIES**

15. To identify external funding opportunities and assist with applications for funding relating to specialist area.

16. To assist with the hanging of exhibitions and associated duties including routine maintenance and regular cleaning as required
17. To work across the service to reduce operational costs and maximise income opportunities
18. To contribute to the environmental sustainability actively working to reduce the museum's carbon footprint
19. To support the income generations aims of the Trust by being responsive and embracing new ways of working
20. To ensure all Trust activities are delivered to a high standard by supporting colleagues across the organisation
21. To work flexibly across the service to deliver the Trust's Business Plan. The post holder will promote best value, excellence in customer service, a focus on continuous improvement and the promotion of these in the delivery of services and employment within the context of equality of opportunity and cultural diversity.
22. To promote best practice in meeting the requirements of Health & Safety legislation and to comply with other relevant statutory legislation and Trust policies.
23. The post holder will undertake such other duties that are required from time to time and are commensurate with this position.

## **SPECIAL FEATURES**

- ◆ Regular evening, weekend and bank holiday working will be required.
- ◆ The successful applicant will be required to provide an Enhanced Disclosure and Barring check before taking up the post.
- ◆ Tullie House Museum and Art Gallery is part of the Cumbrian Museums Consortium (with Lakeland Arts Trust and the Wordsworth Trust) which has secured Major Grant Funding from Arts Council England. This temporary post (to 31 March 2015) is supported by the Arts Council MGF funding.
- ◆ As this post may involve delivering outreach activities, a driving license and own vehicle is desirable.

**PERSON SPECIFICATION  
TULLIE HOUSE MUSEUM & ART GALLERY TRUST**

**FAMILY LEARNING OFFICER**

*All criteria are essential, unless stated as 'Desirable' (D).*

*Assessment methods to be added.*

<b>Criteria</b>	<b>Competency</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>◆ Above average literacy and numeracy – excellent grades in GCE 'O' Levels/GCSE English and Mathematics.</li> <li>◆ A degree or equivalent in related subject.</li> <li>◆ Post-graduate diploma in museum studies, heritage or teaching. <b>(D)</b></li> </ul>
<b>Experience, Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>◆ At least two year's experience in a museum (heritage or art gallery) education environment.</li> <li>◆ At least one year's experience of working with families in a learning environment.</li> <li>◆ Experience of supervising and monitoring the work of staff, volunteers and freelancers.</li> <li>◆ A basic knowledge of current educational issues including the English and Scottish Curriculum.</li> <li>◆ Understanding of special educational needs and its requirements. <b>(D)</b></li> <li>◆ Awareness of current issues in museum interpretation. <b>(D)</b></li> <li>◆ Actively involved in promoting heritage education within the profession (eg. GEM, Engage).</li> <li>◆ Knowledge of the principles of audience development.</li> <li>◆ Understanding the role of museums in family learning.</li> <li>◆ Experience of managing / monitoring a budget.</li> <li>◆ Experience of writing and submitting grant applications and reports. <b>(D)</b></li> <li>◆ Knowledge and understanding of evaluation techniques. <b>(D)</b></li> <li>◆ Experience of planning, coordinating and delivering complex events involving internal and external partners on time and within budget.</li> <li>◆ Evidence of continual professional development and actively develops the skills and knowledge of others.</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>◆ Computer literacy – ability to use Microsoft Office</li> <li>◆ Knowledge of multimedia (including social media) and its application to museums/education. <b>(D)</b></li> <li>◆ Strong verbal and written communication skills.</li> <li>◆ Demonstrate Imaginative, creative approach to devising educational activities.</li> <li>◆ Well organised, ability to deliver a creative programme of high quality events/activities on time and within budget.</li> <li>◆ Ability to train staff and volunteers.</li> <li>◆ Strong negotiation and advocacy skills.</li> </ul>
<b>Personal qualities &amp; Commitment</b>	<ul style="list-style-type: none"> <li>◆ Positive attitude.</li> <li>◆ Communicates clearly and with confidence.</li> <li>◆ Excellent inter-personal skills, ability to build relationships with people of all ages and backgrounds.</li> <li>◆ Excellent attention to detail.</li> <li>◆ Ability to be imaginative, innovative and entrepreneurial with collections access.</li> <li>◆ Ability to act as an advocate for family learning.</li> <li>◆ Capable of working with a minimum of supervision and taking own initiative.</li> <li>◆ Capable of working under pressure and to tight deadlines.</li> <li>◆ Ability to work in a team, across Museum and with other organisations.</li> <li>◆ Able to contribute to a working culture that is open and responsive to change.</li> </ul>
<b>Other factors</b>	<ul style="list-style-type: none"> <li>◆ DBS enhanced.</li> <li>◆ Able to work evenings, weekends and bank holidays as required.</li> <li>◆ Current clean driving licence and access to own vehicle <b>(D)</b>.</li> <li>◆ Reasonable physical fitness for lifting / carrying family learning resources.</li> </ul>