

Job Title: Learning Programme Coordinator
Organisation: Wandsworth Museum
Department: Learning & Access Department
Responsible to: Learning and Access Manager
Location: London Borough of Wandsworth
Salary/Fee: £19,000 per annum
Type: Full-time, one-year contract
Closing Date: Thursday 24th April at 5pm

Wandsworth Museum tells the fascinating story of the London Borough of Wandsworth and its 'villages': Balham, Battersea, Earlsfield, Nine Elms, Putney, Roehampton, Southfields, Tooting and Wandsworth. The Museum looks after Wandsworth Council's collection of artefacts, a rich resource of suburban London heritage and social history. It is an independent charity and the only Arts Council England Accredited Museum in the London Borough of Wandsworth. Learning is at the core of its activities.

The Museum delivers workshops and events for school groups, families, adult visitors and visitors with additional needs. It offers a wide range of very popular National Curriculum-linked formal sessions for school groups, from Foundation Stage to Key Stage 4 pupils. Our Learning Team delivers these unique and imaginative in-house and outreach sessions on topics such as the Romans, local geography and the suffrage movement, using object handling, storytelling, map exploration and costumed role-play to bring the Borough's past to life.

The role of the Learning Programme Coordinator, under the management of the Learning and Access Manager, is to realise the potential of the Museum's collections as a learning resource and develop learning opportunities within the Museum, for schools and the wider community.

The Learning Programme Coordinator primarily develops and delivers the curriculum-based formal learning programme to Primary and Secondary schools, but will also be required to support family engagement activities and develop activities for children and young people and adults outside of formal education.

The Learning Coordinator will coordinate Museum volunteers and placement students to maximise the effectiveness of the Learning Department's formal and informal programmes. The position involves working with people of all ages and cultural backgrounds as well as liaising with external bodies and the Wandsworth community to further the educational objectives of Wandsworth Museum.

Overall Job Purpose

The specific responsibilities of the Learning Programme Coordinator are outlined below. This list is not exhaustive and may be amended in line with Museum priorities.

Learning Programmes:

- Planning, delivering and evaluating an imaginative programme of high quality learning and participation sessions, workshops and activities and events in the Museum, schools, and other community settings for children and young people. The aim of these sessions is to increase awareness of the history and heritage of the borough and foster a sense of place.

- Producing learning resources, guides and information packs for nurseries, schools and general visitors.
- Keeping up-to-date with curriculum developments, ensuring that education programmes are relevant to the National Curriculum.
- Liaising with schools, managing the school booking system, delivering on-site educational sessions and recording school evaluations.
- Delivering and supporting regular out of school activities for children and young people, engaging them with the Museum and its collections and running or supporting holiday activities for children and families.
- Maintaining a booking system for visiting educational groups, schedules of informal learning activities and events and other office administration systems for the Learning Department.
- Developing a number of teacher- and school-related databases, as well as promoting the expansion of the family and adult learning databases.
- Leading on the planning and support of the Museum's weekly after school club.

Museum Exhibitions & Displays

- Working with colleagues to create exhibitions and displays relevant to the local community.
- Integrating a learning perspective into exhibitions and related materials in order to make them relevant to the National Curriculum and further promote community engagement.

Marketing

- Publicising the Learning Department's activities through fliers, e-updates for schools, the Museum's web pages and other means in order to increase the use of the Museum by schools, other educational establishments and the wider community.

General

- Recording and evaluating activities and delivering reports and updates.
- Increasing awareness of the Museum's activities with schools and the local community.
- Maintaining and extending contacts with schools and the local community.
- Keeping informed of current issues in museum learning, developing links with local authorities, museum education services and appropriate local, regional and national bodies.
- Assisting with work experience and volunteer programmes and training volunteers to support the learning programme.

Person Specification

Qualifications

Essential: Degree in History, Archaeology, Museum studies or other subject relevant to the Museum's collections and/or activities

Desirable: PGCE or other training delivery qualification

Experience & Knowledge

Essential:

Knowledge of the new National Curriculum programmes of study
Working with teachers in schools and/or Initial Teacher Training (ITT) providers
Awareness of the educational role and potential of museums and how they can support the learning of young people
Working in a museum or similar organisation
Evaluating and developing educational activities and/or resources
Developing work with children or young people outside of a formal educational setting

Desirable:

Working with community groups, older people or adults and/or children with learning difficulties
Managing a booking system
Working with volunteers
Graphic design experience

Skills/Abilities/Competencies

Excellent interpersonal skills and the ability to communicate effectively and professionally with a wide variety of people, from Museum Trustees to the general public
Excellent organisational skills and attention to detail
Ability to work to deadlines and manage own time
Commitment to high quality customer service
Ability to write clearly and accurately
Confident user of Microsoft Office, including Word, Excel and Outlook, or other similar packages
Ability to use own initiative, think creatively and proactively problem solve
Understanding of diversity and how it relates to this role

Working Conditions: The post holder will be expected to set up rooms for learning sessions, carry handling boxes and fold down tables. As the Museum delivers outreach sessions to local schools, travel to other locations in the Borough of Wandsworth and its neighbouring boroughs will sometimes be required. Weekend work is also sometimes required for family events - time off in lieu will be given. Wandsworth Museum will require successful applicants to pass an enhanced DBS check.

Closing date for applicant submissions: Thursday 24 April at 5pm

Interview dates: Thursday 1/Friday 2 May – please indicate in your application if, in the event you are called for interview, you would be unable to attend on either of these dates

Position start date: Monday 9 June

Your CV, accompanied by a covering letter of a maximum 700 words, demonstrating your suitability for the role, may be sent by email or post to Ms Zoe McLain, Learning and Access Manager, Wandsworth Museum, 38 West Hill, London SW18 1RX
zoe.mclain@wandsworthmuseum.co.uk

For more info call Zoe or Kathryn on 0208 8706060 or email bookings@wandsworthmuseum.co.uk