

## Job description

<b>Job Title:</b>	<b>Learning Officer</b> <b>(Schools and Young People - Engagement and Delivery)</b>
<b>Salary:</b>	£21,000 - £23,000 per annum
<b>Contract:</b>	2 year fixed term
<b>Hours:</b>	Full-time
<b>Reports to:</b>	Learning Manager (Programmes) and Learning Manager (Exhibitions)

### About Black Cultural Archives

Black Cultural Archives was established in 1981 to collect, preserve and celebrate the history and culture of Black people in the UK. Black Cultural Archives' collection spans several centuries and contains a wide variety of material, including personal papers, rare books, periodicals and press cuttings, photographs, and other artefacts, reflecting the history of the African Diaspora and the presence of Black people in Britain.

Our growing collection of original archives and innovative research constitutes a lasting record of the richness of the Black experience in Britain. We have an extensive history with over 30 years of community activism, which culminated on 24<sup>th</sup> July 2014 with the celebrated opening of Black Cultural Archives in Brixton.

A whole generation has been born since our Founders established the organisation, and as we approach the anniversary of launching the new centre in Brixton, this is an ideal time to introduce a refreshed learning offer for schools and young people.

Black Cultural Archives aims to provide young people in a changing world with skills, knowledge and experiences to study and enjoy the world around them. We work with primary and secondary school teachers, using inspirational educators to increase curriculum access for students. Our ambition is by 2020 to create learning opportunities for up to 30,000 young people. To achieve this we require unique and ground breaking initiatives for young people, that uses the power of history and heritage to energise and assist them achieve their potential.

Our primary funders are the Heritage Lottery Fund and the London Borough of Lambeth. We are also supported by a number of trusts and foundations such as the Esmée Fairbairn Foundation that support learning.

Black Cultural Archives operates from 1 Windrush Square, Brixton SW2 1EF.

Visit our website for more information - [www.bcaheritage.org.uk](http://www.bcaheritage.org.uk)

## About the post

Black Cultural Archives is seeking a highly motivated and experienced professional, with a proven track record to develop and take forward a dynamic schools, youth and engagement programme.

You will work closely with the Learning Manager, Collections Team and Marketing Manager and internal stakeholders to promote Black Cultural Archives' learning initiatives, collections and our archive.

The ideal candidate will be responsible for contributing to the planning, developing, delivering, marketing and evaluating of learning initiatives, primarily focusing on schools, young people and engagement, which fulfil Black Cultural Archives access and educational objectives.

Approximately 50% of the role is developmental and the remaining 50% is split between bookings and actual face-to-face delivery. Key to success will be balancing planning with active hands-on operational work. The successful candidate will be excited by the opportunity to work with volunteers and freelancers to create and deliver learning resources and activities that are linked to the national curriculum, as well as to deliver project work for young people in their leisure time.

## Overall Purpose

The Learning Officer is a key member of the Learning Team with a focus on schools engagement, pupils, and young people. The post holder is responsible for assisting the Learning Managers to develop, deliver and evaluate Black Cultural Archives learning programme in formal and informal settings, which fulfil access and educational objectives.

## Main Duties and Responsibilities

1. Plan, deliver and teach a schools programme that supports primary and secondary teachers to fulfil the national curriculum for Key Stage 2, 3 and 4 in a range of subjects i.e. Literacy, History, English, PHSE, Citizenship and Art and Design.
2. Work closely with the Learning Manager to develop the learning programme and exhibitions, including undertaking research and market testing for proposed activities.
3. Engage and develop collaborative relationships and partnerships with a range of stakeholders including young people, parents, teachers, schools, community groups and providers of further education.
4. Develop and deliver an engagement and relationship strategy across the heritage and education sectors, which extend our reach across the country and contribute towards achieving income targets.
5. Representing Black Cultural Archives at education clusters, promoting our learning programme and seeking opportunities for partnership and collaborative working linked to the national curriculum and identifying potential funding sources.

6. Develop, train and maintain current and new learning volunteers to directly support schools and young people.
7. Engage and develop professional workshop leaders, performers and artists to inform themes and delivery in schools and deliver exhibition sessions at the heritage centre.
8. Work to quality assurance systems: maintaining up-to-date work records, undertaking consultation and evaluating work with schools and young.
9. Remain within the constraints of allocated budgets, meeting deadlines and schedules.
10. Contribute to processes that produce and publicise the learning programme of events and activities, including drafting copy for brochures, maintaining mailing lists and using social media.
11. Prepare written reports as required on the progress of the learning programme.
12. Represent the work of the Learning Team at internal meetings by participating in staff meetings, providing written and verbal reports; seeking advice and support from the Learning Advisory Group (LAG) as required.
13. Represent the organisation at external meetings as required.
14. Work closely with all staff to recruit volunteers to write and produce educational materials, on-line resources and publicity, aligned to the organisation's schools and young people programme.
15. Perform such other duties as may be allocated by the Learning Manager.

## Person specification

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<b><i>Qualifications</i></b>	Teaching qualification level 4 or above	Youth Work Certificate or Diploma
<b><i>Experience</i></b>	At least 4 years (full-time equivalent) relevant experience	Knowledge of Black history in the UK and subjects that relate to the Black Cultural Archives
	Experience of engagement and developing long and short term relationships with schools, headteachers, cluster groups and youth led services	Experience of delivering social and cultural education in youth settings
	Experience of developing curriculum related materials	
	Experience of designing and delivering presentations, facilitating workshops, debates and, conferences for a range of audiences in both formal and informal settings	
	Experience and ability to recruit, train, maintain and work with volunteers in schools, youth and community teaching and learning environments	
	Experience of researching and planning education projects related to Black history in Britain (e.g. conferences, seminars, study days, talks, schools and community groups programmes), nationally and/or internationally	

<b>Knowledge and understanding</b>	An appreciation of contemporary issues and pressures facing young people	
	Understanding and knowledge of the education system and latest OFSTED and government legislation	
	A working knowledge and understanding of the National Curriculum for Literacy, History, Citizenship, PSHE, English and Art & Design	
	Working knowledge and experience of community outreach	
<b>Skills and abilities</b>	Good negotiation, consultation, engagement and relationship management skills	
	Highly effective communication and interpersonal skills with individuals, groups of children and adults in both formal and informal settings	
	Ability to work on own initiative with minimal supervision and collaboratively as part of a team	
	Excellent administrative skills	
	Computer literate with the ability to use Excel, Access, PowerPoint, Word, a desktop publishing software package and social media	

## Terms and conditions

The post is available on a PAYE basis at a salary of £21,000 - £23,000 per annum paid monthly in arrears.

25 days paid annual leave are offered, in addition to bank holidays, plus 3 days between Christmas and New Year.

Pension arrangements are applied as current statutory regulations.

Appointment will be subject to a 3-month review and 6-month probation period.

Appointment is conditional upon receipt of satisfactory references.

The post will require a Disclosure from the Criminal Records Bureau.

Black Cultural Archives is an equal opportunities employer. We welcome applications from all suitably qualified individuals regardless of race, gender, age, ethnicity, religion, sexual orientation or disability.

## How to apply

Please complete BOTH the Application and Equal Opportunities forms and submit them the address below.

All applications should be submitted on the Application Form – CVs will not be accepted.

Ensure that your personal statement addresses each of the criteria given in the Person Specification individually, using bullet points or headings. You must give at least one clear example showing how your experience demonstrates that you meet each of the criteria in the Person Specification.

**The closing date for applications is 26<sup>th</sup> June 2015**

**Interviews w/c 6<sup>th</sup> July 2015**

Applications should be emailed to: [Reception@bcaheritage.org.uk](mailto:Reception@bcaheritage.org.uk).

The subject line of the email to be marked: '**LEARNING OFFICER**'.

We regret that we are unable to reply to those not selected for interview.

## Contact details

Black Cultural Archives

Phone

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Brixton, London SW2 1EF

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