Job description and person specification

1. Summary Information	
Job Title:	**Learning Programme Developer**
Department:	**Content**
Contract Type:	**12 Month Fixed-Term Appointment**
Pay Band:	**Technical and Professional 2**
Salary:	**£26,823 per annum plus benefits**
Location:	**South Kensington**
Hours:	**41 hours including lunch breaks**
Application Close Date:	**Midnight on Thursday 2nd July**
Interviews expected:	**Friday 10th July**

2. Role Summary

The Natural History Museum aims to be a world leader in the provision of enjoyable, inspiring and transformative learning experiences across our varied audiences. As a member of a team of Learning Programme Developers, this role will be focussed on developing engaging informal science learning programmes, particularly for school and family audiences. These developed programmes will be then transferred for delivery by the Learning Engagement team. As a member of the Content Development Team, the Learning Programme Developer will devise, develop and oversee learning programmes and activities that inspire our audiences with the wonder of the natural world.

The successful candidate will have experience of developing innovative and effective learning experiences for different audiences, particularly families and schools. Excellent interpersonal and organisational skills are needed to collaborate and work with colleagues across the Museum to create programmes that both meet the needs of our visitors and highlight current scientific work.

The Learning Programme Developer will contribute to training and CPD programmes for Learning Engagement teams and will play an active role in the monitoring and evaluation of learning programmes at the Museum. A working knowledge of the National Curriculum would be an advantage.

3. Role Competences (requirements)
*Applicants must demonstrate evidence of the detailed competence outlined below to be considered for the post. Please address each competence in the **'Other Information'** section in the online form.*

1. Degree in natural sciences or related subject or equivalent qualification or significant relevant experience
2. Qualification in teaching, museum studies or significant relevant experience

3. Proven experience of developing and delivering learning experiences in a museum, gallery, heritage site or a similar environment with demonstrable interest in natural sciences and the environment
4. Demonstrable experience of developing and delivering training programmes
5. Proven experience of developing engaging learning resources for a variety of different audiences
6. Good knowledge of learning theory, research and practice, preferably in a museum or other informal setting
7. Proven experience of working collaboratively across an organisation, and the ability to work effectively with a wide group of stakeholders
8. The ability to act as an advocate for Museum learning both internally and externally
9. Able to work effectively and independently using own initiative as well as part of a team
10. Excellent organisational skills with the ability to manage demanding workloads and prioritise multiple tasks

4. Main tasks and responsibilities *(job description)*

- To work with colleagues to develop, oversee, evaluate and promote the Museum's learning programme, in alignment with the Public Engagement, Education and Learning Strategies

- To play a key role in the production and promotion of an innovative and excellent learning programme that will enhance the Museum's position as a key deliverer at the forefront of museum education

- To plan and deliver training sessions for Science Educator colleagues, and to monitor and provide feedback on the delivery of learning programmes

- To develop productive and purposeful relationships with other Museum departments, particularly Visitor Experience, Learning and Outreach, Audience Development and Science Group.

- To work in partnership with the Science Educator team to ensure smooth handover of learning programmes for optimum delivery and impact of these programmes

- To be a professional, motivated and commited member of the Content Developmet Team.

- To be a compelling and sensitive champion for learning across the Museum

- To build excellent and productive relationships with key external partners such as local authorities, other museums and learning networks

- To support the delivery of the learning programme as required

- To support actively the Museum's policies and procedures at all times

- To undertake such other duties as required by the Learning Programme Development Manager

5. Diversity and disability

At the Natural History Museum we value the diversity of our staff and volunteers and the benefits they bring to our organisation. We welcome applications from candidates with disabilities.

6. Health and Safety

All employees are required to understand and comply with the Museum Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work.

Line Managers at The Museum are additionally required to ensure all workplace health and safety risks that may affect their staff, or arise from their operations are controlled in accordance with UK law and Museum procedures.

7. Application method

Apply on-line before the closing date through the NHM website: http://www.nhm.ac.uk/search-vacancies.   For internal applications please apply through the Internal NHM website

- Complete the on-line application form. In the **'Other Information'** section, please provide specific examples from your achievements, knowledge, skills or experience to demonstrate how you meet each of the role competences (section 3) for the role. *You must complete this section.*
- Please use one field per competence and a maximum of 140 words per field
- Tell us what attracted you to the role.
- Tell us about anything else you believe is relevant to your application.

Please note:
- **'Other Information section'** the system runs on a 35 minute cycle and you will lose any unsaved information that you have not saved.
- You must **fully complete** your on-line application and we **discourage** the use of CVs.
- Partially completed applications with CVs attached **will be rejected.**
- Individual cover letters and CVs submitted outside of the on-line application system **will not be considered.**

If you wish to provide additional information other than a CV to support your application you may upload this on to your on-line application. A maximum of 2 documents may be uploaded. Each document should not exceed 1Mb.

You are advised to prepare your examples and evidence in a word document before transferring them to the on-line application form.

8. Selection and appointment

Selection decisions are based on merit with candidates assessed against clear, objective competence at each stage of the recruitment and selection process. All offers of employment made are conditional and subject to satisfactory completion of all pre-employment checks.

9. Salary Information

Salary for the successful candidate will be £26,823 per annum.

For a list of museum employee benefits please visit http://www.nhm.ac.uk/about-us/jobs-volunteering-internships/museum-benefits/index.html

Different rules for pay on promotion may apply to internal candidates. Please refer to the Pay Chapter of the Staff Handbook or contact HR for advice.

10. Contact for general enquiries

HR general enquiries: Jennifer Jarrett - hrrecruitment@nhm.ac.uk

Tel: 020 7942 5302