

## JOB DESCRIPTION



Job Title: Family Learning Officer

Division: Collections

Department/Section: Museum of Childhood

Pay band: 5

Contract: Fixed Term Contract 1 Year

Reporting to: Head of Learning

### Background

This new post is an exciting opportunity for an experienced family learning programmer to develop high quality provision for families with inspiring collections which speak directly to the family and childhood experience. We want to develop an innovative offer in line with V&A standards for learning to build and sustain existing family audiences and develop new audiences for the future. We aspire to be world leaders in the delivery of intergenerational museum experiences which will inspire the next generation of creatives. Our practice speaks to the universality and the diversity of the childhood experience which is a wonderfully accessible starting point for families. Play and learning through play is central to our approach.

A branch of the Victoria and Albert Museum, the mission of the V&A Museum of Childhood is to enable everyone, especially the young, to explore and enjoy the designed world, in particular objects made for and by children. Located in Bethnal Green, the Museum has a unique and important place in the history of East London and has its origins in the Victorian drive to bring culture, science and art to the urban working classes. The Museum explores the many themes of childhood past and present and its collections go from the nostalgically familiar to the utterly bizarre.

Visitor numbers to the V&A Museum of Childhood have already increased by 90% in the last 10 years and the majority of these visits are made by families. 2013/14 saw 73% of our visits made by families amounting to 303,456 family visitors. The family learning programme at MoC currently engages 75,000 participants a year running activities every day of the week. The programme currently generates £5,000 - £8,000 per year with an ambition to increase this potential. The Museum straddles both areas of high social deprivation and rapid gentrification and our offer needs to respond to these demographic changes.

The V&A Museum of Childhood is on the cusp of a major redevelopment which will transform the physical and intellectual experience for visitors and we want to put the needs of our core audiences at the heart of this

development. The Family Learning Officer will use this opportunity to take our provision to the next level.

#### Main tasks

1. To devise and deliver creative and innovative learning programmes for families linked with the collections and temporary exhibition programme.
2. To build a sustainable strand of income generating family learning programming.
3. To develop and maintain self-facilitated resources for families with children of diverse ages.
4. To monitor and evaluate programmes to feed into planning processes.
5. To manage the budget planning and income for family learning.
6. To develop systems for the effective management and control of resources for the delivery of the programme.
7. To work closely with the Front of House team on the development and delivery of the programme.
8. To advocate for families across the Museum including offering training for the Front of House team.
9. To work closely with the Marketing team to develop effective means of communicating with families including the development of on-line resources.
10. To raise the profile of family learning at the V&A Museum of Childhood through networks, public presentations, publications and with relevant stakeholders.
11. To offer some flexibility to normal working hours for weekend or evening events.
12. Reporting to the Head of Learning and collaborating across the wider Learning Team.
13. Working very closely with the Activity Assistants and the wider Front of House team.
14. Working with the Operations Manager to develop Volunteers engagement with the learning programmes.
15. Keeping close contacts with the Family Learning team at the V&A South Kensington.
16. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety and child protection policies and procedures.

17. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
18. Carry out other duties as requested by appropriate managers within your department.

## PERSON SPECIFICATION

### Essential requirements

1. Educated to degree level or equivalent.
2. At least 2 years' experience of programming for families in the cultural or museum sector.
3. A thorough understanding of learning in museums and of wider family learning agendas.
4. Proven ability to plan and deliver high quality and high quantity programming for families.
5. Innovative, creative, imaginative and playful.
6. A demonstrable enthusiasm for the themes of childhood.
7. A demonstrable commitment to inclusion and participation in museums and a clear understanding of inclusion and diversity issues.
8. Highly self-motivated and self-sufficient.
9. Genuine team player with exceptional communication skills.
10. Experience of direct delivery for family audiences.
11. This post is exempted from the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced CRB Disclosure will be required prior to taking up employment.

### Desirable requirements

1. A proven track record of developing digital media provision for families.
2. A demonstrable understanding of the development of gallery interpretation for families.
3. Experience of developing self-facilitated resources for families.

## **OTHER INFORMATION**

### **Hours/Salary**

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary will be within V&A pay band 5 (£25,763 rising to £30,965 per annum). Future pay progression will be in accordance with the V&A's Pay Agreement(s). Normal level transfer and promotion rules will apply for internal candidates.

### **Annual Leave**

28 days plus 8 days public holidays

### **Pension benefits**

The Civil Service offers a choice of either an occupational pension or stakeholder pension, giving you the flexibility to choose a scheme that suits you best.

The 'Partnership' pension account is a stakeholder money purchase pension with an employer contribution based on age. Further details are available upon request or appointment.

### **Other benefits**

Free entrance to all the major museums in London as well as many others.

An interest free season ticket or bicycle loan is available after three months.

Subject to the society's terms and conditions, V&A staff are entitled to membership of the Benenden Healthcare Society. Further information is available from HR or via their web-site on [www.benenden-healthcare.org.uk](http://www.benenden-healthcare.org.uk)

### **To apply**

To apply online, please go to the V&A's website at [www.vam.ac.uk/jobs](http://www.vam.ac.uk/jobs)

If you have any queries regarding the recruitment process, you can email us – [hr@vam.ac.uk](mailto:hr@vam.ac.uk) or telephone us on 020 7942 2937.

**Closing date for receipt of applications is midnight Sunday 20 September 2015**

**Interviews to be held on Wednesday 30 September 2015**

**Interview expenses will not be paid unless there is a prior agreement.**