

Progression Routes Project Development (Freelance)

Overview

London Transport Museum (LTM) is an education and heritage preservation charity, and a subsidiary company of Transport for London (TfL). As a charity, the Museum's objectives include the delivery of education programmes for schools, young people and communities throughout London.

At the heart of this work is the Learning Team whose programmes focus on four distinctive strands to engage schools, family groups, communities and young people.

The Learning Team's Young People's Skills Programme (YPSP) uses LTM's collection, site and links to TfL to provide access to a range of inspiring and fun activities that meet the diverse needs of young Londoners (16-25 year olds). The programme enables participants to gain confidence, skills and independence through valuable Museum focussed experiences.

Since 2015, LTM has welcomed Early Career Professionals (ECP) working in the Learning team and wider to develop their skills in the industry. ECPs receive an in-house training programme. It provides an opportunity to gain skills and understanding in museum operations, cultural learning, audience engagement, personal and professional development. This training programme is designed for people who have showed passion and enthusiasm for working in the cultural and heritage sector and required support in increasing their knowledge, skills and experience.

Route into Work (RiW) is a strand of the Learning Team's YPSP. It is a free short pre-employment course that uses LTM's collection, site and direct links to the transport sector to provide access to a range of inspiring and fun activities that meet the diverse needs of young Londoners (16-25 year olds). The programme enables participants to gain confidence, skills and independence through short (1-3 days) valuable Museum-centred experiences.

Whilst our employability programme RiW supports 60-70% of graduates into a positive progression, the remainder do not complete the course with the tools needed to unlock their potential and require further training and support. The purpose of the Progression Routes project is to create an offer that will maximise on the professional training resources already developed for ECPs and provide the essential continued support for all participants across our programmes to fulfil their positive progressions. The Learning Officer: Young People (18-25) and Learning Officer: Route into Work will work collaboratively to share knowledge and expertise.

The purpose of this brief is to appoint a Contractor to bring the two programmes closer together to share best practice, maximising and tailoring the professional training resources across the YPSP.

This project will support young people into careers by addressing the needs of each individual and creating a tailored, more holistic plan of training and experiences.

Job Details

- Approximately 8 days of work
- **Fee: £2000**
- The position will require work and research utilising LTM's collection at Covent Garden and the Museum Depot in Acton

The position is line managed by Holly Burton, YPSP Learning Officer: Young People (18-25) and Gloria Gaspard, YPSP Learning Officer: Route into Work

Key accountabilities:

- Research and review current state of YPSP resources for skills and employability training:
 - Review the recommendations of the required updates and gaps in resources, made by YPSP Learning Officers
 - Outline recommendations, methodology and timeline to deliver project objectives
 - Research best practice use of LTM's collection, space and resources
- Develop a 'Progression Routes' programme
 - Recommend and create a structure for the 'Progression Routes' programme
 - Produce content to address the needs identified
 - Design a personal progression planning document for learners to track their participation and outcomes on the programme
 - Create a training plan for YPSP team to understand the methodology and structure of 'Progression Routes' and surrounding YPSP activity

Person Specification

Skills

- Be committed to working with the needs of young people at the centre of all programming
- Have an empathetic, non-judgemental and ethical approach to work
- Excellent written and verbal communication skills, present yourself well in a range of situations and with diverse audiences including young people, transport and infrastructure employers, cultural and heritage employers, education providers and other programme stakeholders
- Have a flexible approach and ability to adapt to a range of learning styles

Experience

- Have demonstrable experience in developing engaging training resources for use in an informal education environment
- Experience delivering employability training
- Experience of working with young people aged 16 – 25
- Experience of developing and delivering creative activities

Recruitment

To apply for this role please email a copy of your **CV, covering letter (no more than 2 pages)** and **any other work** that you feel best details how you match the **skills** and **experiences** listed under the personal specification, to youngpeople@ltmuseum.co.uk

The deadline for applications: Sunday 1 July 2018, 23:59

Interviews: Wednesday 4 July 2018