

**Fixed fee £6250.00, plus a budget of £3250.00 for training resources, activities, resource packs and explorer bags.**



**December 2018 – 26 April 2019**

<b>Freelance opportunity</b>	Discovery Days –Community Volunteer Project. Families and Schools.	<b>Reporting to</b>	Museum Development Committee/Management committee and Museum Curator
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**Introduction**

Wisbech & Fenland museum opened in 1847 and continues to collect, care for, and interpret the natural and cultural heritage of Wisbech and the surrounding Fens. The museum welcomes visitors from the whole community and beyond, inspiring them to find out about the history of the town, surrounding areas and its people. The museum is entering a period of exciting developments, increased programming and wider diverse engagement and has recently received funding from Heritage Lottery Fund’s Awards for All to develop ‘Discovery Days’; which aims to use the museum’s collections to better engage with the community.

Following an evaluation of the museum’s existing formal and informal learning activities and resources, Wisbech & Fenland Museum is now looking to appoint an experienced freelance museum educator to train, mentor and develop our small team of learning volunteers.

**Project background and aims**

Wisbech is a Fenland market town where local communities experience rural isolation and where educational attainment is low. There is a wider interest in supporting the social and economic needs of the town and community organisations are collaborating to provide greater positive experiences for local people and visitors. The town has one of the highest migrant populations in the county and there is an identified need to offer opportunities for greater integration between different cultures.

In 2017, the museum consulted with local people, community groups and families to find out how it can be more relevant to the local community. The museum was found to be highly valued, but many local families felt that there was little interactivity for children visiting outside of school.

The Discovery Days project is a strand of Wisbech & Fenland Museum’s wider umbrella learning and community engagement strategy ‘Sharing Cultures’.

Discovery Days aims to improve Wisbech & Fenland Museum as a community resource especially for families and young people across Cambridgeshire through enabling the development of a skilled volunteer team to deliver learning activities in the museum and the wider community. It will provide new training opportunities for local people who have expressed an interest in volunteering at the museum. Training will include basic work skills, customer care, engaging with families as visitor guides and in learning how to develop

creative workshops for target audiences of families and young people to meet their needs. Volunteers will also learn how to adapt their experiences to assist in the delivery of the museum's learning programme working with schools.

### **Outputs required**

The post will support the museum in developing a sustainable volunteer learning team to deliver learning activities in community settings and the museum. It will also support the development of new learning activities and events.

- Develop a programme of training for volunteers to equip them with the skills to run formal and informal learning sessions in the museum or in community settings.
- Mentor and support learning volunteers, including support during session delivery to build confidence.
- Design and manage production of Family Explorer Packs to be used for learning and fun whilst exploring the permanent displays.
- Develop learning activities and events around Sharing Cultures across the museum's collections to engage family visitors, community groups, young adults and schools with a focus on the Egyptians, Stone Age and Slavery.
- Assist the Volunteer and Community Lead and the wider museum team in planning two teacher CPD events.

### **Discovery Days activities and resources will incorporate:**

Key curriculum links to the collection

Good practice examples from across the sector

Opportunities to maximise audience development and community engagement

Existing learning strategies with an aim to enhance and update this provision

### **Discovery Days training sessions will:**

Be inclusive and well-structured to enable the group to learn together

Be creative and focus on developing the confidence of the learning volunteers

Provide volunteers with information/ reference sheets

### **Audiences:**

Families

Children and young people

### **Budget:**

There is a budget for training notes and learning resources for this project which will be managed by the Museum Curator. It comprises:

- Training materials (training notes) £500.00
- Family Learning resources (activity bags) £1750.00
- Resource packs – Egyptian, Slavery and Stone Age £1000.00

**Timescale and project duration:**

The project draws to a close on 26 April 2019 and all training and outputs will be completed by this date. It is anticipated that the freelancer will work approximately 25 days over 3 months to fulfil Discovery Days - 18 December 2018 to 26 April 2019.

**Wisbech & Fenland Museum will provide:**

Curatorial support in developing collections led learning activities

Access to a small Teachers Advisory Group

A workstation in the museum when on site if required

Budget management for the project

**Person Specification**

<b>Knowledge</b>	Essential / Desirable
Educated to degree level or equivalent qualification in Education, Heritage Learning or Museum Studies	E
Knowledge of the National Curriculum - especially primary and in relation to literacy, history, science and technology	E
Knowledge of planning learning outcomes and using a recognised framework to achieve these	E
<b>Experience</b>	
Experience of working in a museum or heritage organization in learning	E
Experience of project management in a museum or heritage environment	E
Experience of initiating and developing learning projects, using historical materials, buildings or collections	E
Previous experience of delivering learning sessions and developing teacher/schools resources	E
Experience of working with and training volunteers	E
Experience in Museum Education or Outreach	E
Experience of community partnership working with other learning providers and community groups	D

Experience of designing events for family learning	D
Experience of working with teachers to develop new resources	D
<b>Skills</b>	
Able and effective communicator (verbal and written)	E
Excellent interpersonal skills	E
Able to work on own and as part of a team	E
Able to demonstrate team-working ethos and strong motivation skills	E
Experience of IT: computer literate and social media skills	E
<b>General</b>	
Able to work evenings and weekends as required	E
Passion for the museum sector and its significance in providing quality learning engagement	E

**Additional information:**

Background information on Wisbech & Fenland Museum's collections.  
 Volunteer policy and Education Volunteer role description.

**To Apply**

Send your CV and a covering letter detailing your relevant skills and experience, with any examples of resources or packs and your availability by email to Martin Lawrence, Director, at [info@wisbechmuseum.org.uk](mailto:info@wisbechmuseum.org.uk) by Friday 14 December 2018.

Interviews will be arranged on receipt of CV and email