



Patrons: Lord Dafydd Elis-Thomas PC AM | Li Gen Sir Robert Hayman-Joyce KCB CBE DL | Li Gen Sir Maurice Johnston KCB CVO OBE  
 Captain Sir Norman Lloyd-Edwards KCVO GCSJ RD GOMLJ JP RNR | David Hitchcock Esq. | Anthony Clay Esq.

## Job Description

<b>JOB TITLE:</b>	<b>PART TIME MUSEUM LEARNING OFFICER</b>
Location:	FIRING LINE MUSEUM
Accountable to:	MUSEUM DIRECTOR
Responsible for:	FLOOR TEAM AS DETAILED, EDUCATION ASSISTANT AND VOLUNTEERS WHERE NECESSARY
Valid from:	FEBRUARY 2019
Hours of Work:	16 Hours as required over 7 days.

### BACKGROUND TO THE JOB

The Museum Education Officer forms part of the museum management team. This position will be required to deliver learning and outreach programmes to schools, colleges and community organisations. The position will contribute towards the development and implementation of learning programmes and activities in close liaison with educational and learning providers.

The Museum Education Officer will need to generate revenue in order to produce financial stability to the position and to cover development costs of the Education Centre.

### PURPOSE OF THE JOB

- To help develop educational facilities and learning programmes both at the museum and at Outreach sessions at local schools
- To consult and form partnerships with schools and learning agencies within the catchment area of Cardiff and South Wales to provide them with information about the services that the museum has on offer to them.
- To organise and oversee educational visits to the museum, and provide organised groups with learning activities and workshops both at the museum and via Outreach sessions.

**PRINCIPAL ACCOUNTABILITIES**

- To maintain and establish relationships with a range of audiences at local and national levels. These will include community groups, regiments, schools and other heritage organisations.
- To take the lead on the development of Learning and Outreach programmes at the museum, considering different learning styles and varied audience needs.
- To carry out consultation, evaluation and monitoring of learning programmes, ensuring that museum activities meet the needs of our learning partners, the museum board of trustees and grant bodies where necessary.
- To support the development of new methods to engage with audiences
- Publicise the learning programmes at the museum through social media, presence at events, printed material, the press and face to face contact.
- To work in collaboration with the museum curator and external partners to identify and apply for additional sources of funding for learning and community projects.
- To work in collaboration with the museum curator on temporary exhibitions and the development of site policies and plans including accreditation and the museum forward plan.
- To manage the education assistant, Front of House team (when working with groups) and volunteers where necessary.
- Ensure that care is taken at all times for the health, safety and welfare of themselves and other persons and to comply with policies and procedures relating to health and safety.
- To undertake any other duties commensurate with the position, as designated by the museum director.

**SIGNATURES**

Job Holder: .....

Museum Director ..... Date: .....January 2019