
Person Specification

Please read Guidance Notes before completion

JOB TITLE: Museum Learning Officer

Location: Firing Line Museum, Cardiff Castle

Accountable to: Museum Director

Responsible for: Museum floor team when in conjunction with education trips and events, Education Assistant and volunteers where necessary.

Valid from: February 2019

COMPETENCIES REQUIRED:**PROFESSIONAL COMPETENCE/QUALIFICATIONS****Essential:**

- Post graduate qualification in relevant subject (PGCE or MA in Museum Learning for example) or equivalent experience of delivering learning programmes in a heritage context.
- Have knowledge of education issues, policy and practice and be well networked across the sector
- Volunteer/staff management experience
- Experience of working with community groups, in particular those categorised as hard to reach. An understanding of how people learn, of different learning styles and how this impacts on museum – based learning
- Knowledge and experience of sourcing grants and funding for learning and community projects
- Experience of income generation associated with learning programmes
- Budget management experience
- Excellent organisation skills with the ability to manage a range of tasks simultaneously
- Presentable, self-confident, assertive
- Excellent communication skills both verbal and written
- Good report writing and numeracy skills.
- Experience of evaluating programmes using a range of methods to collect quantitative and qualitative data

- Experience of developing formal and informal learning sessions for a range of audiences.
- Experience of partnership working with external organisations

Desirable

- Clean driving licence – use of own car for outreach events and workshops
- Interest in social history and/or military history
- Experience of using social media, updating websites and creating digital resources
- Welsh speaker
- Experience of working on grant funded projects
- Knowledge of Cardiff communities

WORK EXPERIENCE

- Minimum of two years' experience of working in a heritage/community sector
- Experience of taking and processing bookings, producing timetables for learning activities ensuring adequate staff provision, completion of risk assessments and completion of billing information.
- Experience of flexible working, working unsociable hours as and when need arises
- Previous experience of organising events and managing community projects for a range of different audiences.
- Experience of Microsoft Office
- Experience of working in a heritage environment.

ORGANISATION CHART ATTACHED

SIGNATURE

Museum Director.....:..... Date:

Person Specification Guidance Notes

These notes are written to assist you to prepare and provide information on the competencies required for a particular job in the appropriate format.

The form is designed to provide the reader with succinct, accurate and up-to-date information on the competencies and qualifications for the job. The underlying aim is to communicate a clear understanding of what level of competence, etc, is required to carry out the job responsibilities and contribute to the success of the organisation. It is intended to be a 'blueprint', not a training manual. The form should describe the job as it is, not as it used to be, might be or could be.

Headings

The introductory headings – Job Title, Location, Accountable to, etc, enable the job to be correctly identified.

Competencies Required

This section specifies the main competencies required for an individual to perform well in the job.

Professional Competence/Qualifications Essential To The Job

Qualifications mean formal qualifications, eg City & Guilds, RSA, Degree, ACCA.

Work Experience Essential/Desirable

This part of the form will specify the type and the number of years' experience in a particular area deemed necessary to achieve proficiency