

## JOB DESCRIPTION

Part-time, 16 hours



Salary: £25,000.00 pro rata

December June 2019 – April 2021

<b>Job Title</b>	Collections Learning and Access Officer	<b>Reporting to</b>	Museum Director
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***'Sharing Cultures - Exploring Our Museum'***, a National Lottery Heritage Fund project, will put local people at the heart of opening-up stories about collections relating to world cultures in our museum.

Through local partnerships with Access Migrant Support, Rosmini Centre and College of West Anglia, the museum will offer co-creation opportunities, volunteer recruitment, development and training and a sustainable outreach programme. These activities will be aimed at specific migrant communities as well as reaching non-visitors within our immediate locality.

The Collections Learning and Access Officer will support learning and access to the collections at Wisbech and Fenland Museum working alongside a dedicated Community and Volunteering Officer. The post-holder's work will lead to increased engagement by the local community with the museum and its collections. The post-holder will set up a volunteer-supported learning structure, sustainable in the longer term.

### Key tasks and responsibilities

- Develop and coordinate the delivery of a range of volunteer-led formal and informal learning outputs.
- Design and manage production of Family Explorer Packs in different languages to be used for learning and fun whilst exploring the permanent displays.
- Develop content for digital downloads using themes and storylines that will improve learning and access to collections in store as well as collections on display.
- Assist in marketing formal and informal learning opportunities with the help of the wider museum team.
- Develop, facilitate and support a Youth Panel in partnership with the Community and Volunteering Officer.
- Support schools to take part in national initiatives Children's Art Week and Kids in Museum.
- Establish a Teachers Advisory Group and provide CPD events for teachers.

- Working with the Volunteer and Community Officer and the wider museum team to develop and deliver a programme of temporary exhibitions and events.
- Hold EAL classes in the museum which make use of the collections as prompts for learning.
- Evaluate and improve the museum's learning offer.
- Act as an ambassador for the museum, enhancing its reputation and profile within the community and with partners and stakeholders.

You will be a good communicator with experience of preparing, supervising and delivering activities and learning sessions.

You will have extensive experience in working with and supervising volunteers.

You will have demonstrable knowledge of the curriculum and the range of teaching methodologies used in schools.

### Person Specification

Person specification	Essential/ Desirable
Passion for the museum sector and its significance in providing quality learning engagement through collections	E
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 working and coordinating with volunteers	E
Experience of IT: computer literate and social media skills	E
Able to work evenings and weekends as required	E

Educated to degree level or equivalent qualification in Education, Heritage Learning or Museum Studies	D
Experience of working in a museum or heritage organization in learning	D
Experience of project management in a museum or heritage environment	D
Experience of initiating and developing learning projects, using historical materials, buildings or collections	D
Experience of community or partnership working	D

### **To Apply**

Please send a completed application form and CV by email to Martin Lawrence, Director, [info@wisbechmuseum.org.uk](mailto:info@wisbechmuseum.org.uk) by Friday 24 May 2019 .

Interviews will be held at Wisbech & Fenland Museum on Thursday 6 June 2019.