



Job Description and Person Specification

Post Title: Learning and Volunteer Manager	Salary: £28,000 per annum pro rata
Hours: Part time (4 days/week or equivalent hours) 18 month fixed-term post The role will involve some out-of-hours work including weekends and evenings 28 days annual leave per annum pro rata	Reports to: Museum Director

Summary of Position

The Learning and Volunteer Manager will create and deliver engaging, innovative learning programmes for diverse audiences, inspiring all with the achievements and legacy of the Brunels. Joining at an exciting time of transformation for the Museum, you will support the development of the Activity Plan for the NLHF-funded project, The Brunel Museum Reinvented, engaging and consulting with communities and audiences to shape the future of the Museum's learning offer. You will take responsibility for recruiting, managing and supporting our volunteer team, and build relationships with key external partners. Part of a small management team, you will support the Museum Director in the wider management of the Museum, managing the Museum's historic buildings and collections, maintaining Museum Accreditation, and supporting income-generating activities.

Key responsibilities

Learning programme development and delivery

- Develop, oversee, evaluate and promote an innovative and engaging learning programme, inspired by the Museum's stories and collections, for schools, further and higher education institutions, families, and adult learners, both on site and through outreach
- Work with the Heritage Project Manager and Activity Plan Consultant on the development of the Activity Plan to support the Museum's NLHF-funded project, The Brunel Museum Reinvented
- Champion compelling, inspiring and high-quality learning experiences for all ages
- Ensure that the learning programme meets the needs of all audiences in line with the Museum's access, equality, diversity and safeguarding policies
- Develop and promote online and self-guided resources to support visits and offsite learning
- Ensure systematic evaluation of the programme, and that findings from evaluation are reflected in the development of future programmes
- Manage learning programme bookings and delivery, including liaising with schools and external providers, carrying out risk assessments, delivering session briefings, and ensuring availability of volunteer and other staff as required

Promotion

- Build excellent and productive relationships with key external partners such as local community and interest groups, local authorities, schools, teachers' organisations and representatives
- Actively promote the Museum's learning programme to target audiences, through the

*Housed in the original Engine House in Railway Avenue, Rotherhithe, London SE16 4LF the Brunel Museum commemorates the Thames Tunnel built by Sir Marc Brunel and Isambard Kingdom Brunel
 Company limited by guarantee No. 2488877; Registered Charity No. 1003287; Accredited Museum RD 1961
 Tel: 020 7231 3840 or 07740 203119; www.brunel-museum.org.uk; [@DirectorBrunel](https://twitter.com/DirectorBrunel)*



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Museum's website and social media, email and print

- Represent the Brunel Museum at key local and regional festivals and other outreach events to promote the Museum and its learning and engagement programmes

Volunteer management

- Recruit and manage the Museum's team of Volunteers, supporting Learning, Front of House, Tours, Events, and other duties as required
- Oversee the Museum's Volunteer shift rota, ensuring that daytime shifts are covered and Volunteer support is in place for evening events as required
- Support, train and develop the Volunteer team in their duties, ensuring that all new Volunteers have a Museum induction, and each receives additional training appropriate to their roles
- Act as point of contact for the Volunteers, ensuring daily briefings and regular communication and updates

General Museum Duties

- Act as a key holder for the Brunel Museum and participate in the weekly locking and unlocking rota for Museum buildings
- Take responsibility for the day to day care and management of the Museum's historic buildings and Collection, in line with the standards required of an Accredited Museum
- Support the Director to develop the 2020 application for re-Accreditation
- Provide operational and administrative support for events, bookings, and other activities managed by Museum colleagues as required
- Undertake call-out duties and share occasional evening, weekend and other out-of-hours duties according to the Brunel Museum rota
- Be committed to Continuing Professional Development, keeping up to date with developments in teaching, museum learning and lifelong learning and access legislation
- Work at all times in accordance with the Brunel Museum's policies and procedures, and in accordance with the Health and Safety at Work Act
- Demonstrate a 'can do' flexible approach to undertake such other duties as agreed with the line manager, commensurate with the level and scope of the post that may be necessary from time to time
- Any other ad hoc duties as required

Person specification

Essential criteria

- Excellent knowledge and understanding of the education sector and museum heritage learning, including the needs of families, primary, secondary, FE and SEN audiences
- Significant experience of managing and delivering successful formal and informal learning activities in a museum or heritage environment
- Excellent people management and interpersonal skills, ability to communicate with diverse audiences
- Proven track record of working in partnership with local schools, communities, interest groups or similar
- Experience of leading and managing diverse volunteer teams
- Highly organized, able to multitask, plan, prioritise and meet deadlines
- Self-starter who shows initiative and a flexible, can-do attitude
- Experience in budget management
- Excellent verbal, written and presentational skills
- Graduate degree in a relevant subject area, or equivalent

Desirable criteria

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- Qualification in teaching and / or Heritage / Museum / Gallery Studies, or equivalent experience
- Interest in the Brunels and the engineering sector
- Experience of delivering an HLF-funded project

Equal opportunities

The Brunel Museum operates a policy of compliance with the law on grounds of non-discrimination on the basis of race, colour, sex, age, nationality or disabilities.

Safeguarding

This post is subject to an Enhanced DBS check.

How to apply

Please send your CV, including details of two referees, and a covering letter (no more than 2 sides of A4) outlining your suitability for the position. Referees will only be contacted with your consent.

Applications should be sent by email to: info@brunelmuseum.org.uk

Closing date for applications: Midnight on Sunday 3 November