

## **WESTON-SUPER-MARE TOWN COUNCIL**

### **JOB DESCRIPTION**

**Post:** Learning and Events Officer – Maternity Cover

**Hours:** 37 hrs per week- Job share applications are invited

**Grade:** JG5 - SCP 22-25

**Responsible to:** Visitor Services Manager

#### **Management and Relationships**

A key role(s) managing the Museum's formal and informal educational programmes, organising events, focussing on family activities, adult education, school curriculum (KS1/2) & SEN. The post holder(s) will coordinate school bookings, manage education and event volunteers and ensure a high standard of educational and event delivery.

There will be a requirement to liaise with a wide range of internal and external stakeholders including partner organisations and volunteers and develop working relationships in the local community and committing to the achievement of the Museum's on-going objectives, as detailed in the HLF Activity Plan.

#### **Purpose of the Job**

To organise, deliver and promote projects, events and educational interpretation in all learning and events programmes at the Museum. These include informal family events/ activities, adult education and workshops, the Museum's kids club, community learning events, both within the Museum and as outreach, as well as a 'handling box' hire offering.

#### **Specific Responsibilities and Objectives**

- To manage all educational enquiries from schools, adult education, home educators, scouting and guiding groups etc, amongst other informal education visits.
- To work in close liaison with the Visitor Services Supervisor on event bookings and enquiries.
- To receive all educational and internal event related bookings and ensure that arrangements are in place for the delivery of the Museums educational offer.
- To develop new and maintain current relationships with schools in the local area, promoting the learning programme and offering INSET day events.

- To coordinate the volunteers, ensure resources are purchased or prepared, rooms and facilities are available and meet visitors on arrival.
- To support the work of the Visitor Services Manager work with Museum staff and volunteers to devise and deliver the Museum's annual events programme, acting as events co-ordinator for a number of key events e.g. Big Dig, History Week etc
- To oversee and manage events administration liaising with other key staff and volunteers to ensure the booking of event contributors, event documentation, booking forms and any other resources needed.
- To contribute towards the coordination of learning resources and interpretation throughout the wider museum, including coordination of a schools and community display board and digital in gallery interpretation (audio guides and tablet trails).
- To promote and publicise learning and events through the museum's website, external and internal publications and social media, to include press release compilation. Also contributing towards the development and maintenance of the website and social media for the museum in general.
- To develop the learning strategy, to engage the community in line with the ethos of the museum. This includes a number of different sessions on historical topics in line with the current National Curriculum, for both mainstream and SEN focussed schools. It also includes an offer for home educators, a class display support package and informal learning events for scouts and guides etc and members of the museum kid's club.
- To lead delivery of the various formal and informal learning sessions, projects and resources, including the provision and maintenance of a variety of 'handling boxes' for hire.
- To act as the point of contact and support for all volunteers associated with learning, events or related crafts.
- To work in close liaison with the Museum Volunteer Coordinator on volunteer provision for learning and events activities.
- To assist with the recruitment and retention of volunteers for these purposes and develop volunteer roles and work with others to provide volunteer social events, and maximise volunteer contributions.
- To organise talks, workshops and activities in response to requests from community groups and schools and be a point of contact for learning related projects and enquiries.
- To contribute towards the museum's exhibitions programme by developing productive relationships with staff from the South West Heritage Trust, who manage the collections.
- To represent and promote the museum to external educational bodies to establish a network of useful and productive partnerships.

- To attend any meetings as required

## **General**

- To act as a Designated Safeguarding Officer (DSO) for Museum Services alongside the Visitor Services Manager.
- To provide information and assistance to members of the public as a representative of the Town Council, as required.
- Ensuring that systems and processes comply with Council Policy and Procedures.
- To adhere to the principles of the Council's Equal Opportunities, Equality and Diversity, Health & Safety and Safeguarding Policies at all times.
- To comply with record keeping procedures in relation to finance, administration, health and safety and safeguarding.
- To act as a Designated Person and keyholder for the Museum building in regard to fire evacuation, fire zone assignment and leading the morning daily brief.
- To adhere to the principles Council Policy.
- To adhere to the Council's Volunteer Policy and ensure that Volunteers comply with the requirements of the Volunteer Agreement.
- To undertake any training as directed by the Visitor Services Manager.
- To undertake any other duties as reasonably requested by the Visitor Services Manager.
- Assist with the Council's civic and community programme.