**Job Description**

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| **Post Title:** | **Learning & Engagement Officer (Schools Lead)** |
| **Grade:** | **£25,000 – £28,000 (pro rata)** |
| **Reporting to:** | **Museum and Heritage Manager** |
| **Working hours:** | **Part time- 15-20 hours per week** |
| **Contract:** | **2 year Fixed Term** |
| **Application Closing Date:** | **Midnight 5th October 2022** |
| **Job Purpose:** | Funded by the National Lottery Heritage Fund the Learning & Engagement Officer is required to work closely with the Museum Manager and Head of Betteshanger Country Park to deliver, embed and grow a dynamic and innovative learning and engagement programme for Kent Mining Museum as outlined in the NLHF agreed and approved Strategic Learning Plan. |
| **Overview:** | The Kent Mining Museum is run by the Kent Mining Heritage Foundation, a charity whose aims are to protect, preserve and promote the collections of the Kent Coalfield.  The Museum opened in April 2022. A key part of the museum’s operational activity is a dynamic and robust Learning and Engagement programme which are directly fed into by the museums’ activity plan.  The Learning and Engagement Officer is responsible for the delivery of this programme and its key outcomes. Previously this post has been one role but we now offer an exciting opportunity for a job share of this role with one being a schools and informal delivery lead and the other role being outreach (in particular working with early years and elderly groups.) |
| **Context:** | The Kent Mining Heritage Foundation (KMHF) was established in 2016, is a charitable incorporated organisation (Charity No. 1165403), and has three objectives:   * To record and preserve Kent's mining heritage, and to further public understanding of old and new forms of energy; * To provide facilities that foster health and social welfare, especially for those who suffer due to age, disability, social disadvantage; and * To enhance the quality of life in this disadvantaged community through the provision of education, skill-sharing and leisure activities.   The aims of the project are:   * To collate and conserve the stories and collections of the Kent mining communities, in an exciting and engaging new museum * To enable a wide range of people to participate in, and learn about, Kent’s mining heritage * To conserve the heritage for present and future generations to experience and enjoy * To celebrate the coalmining industry in Kent and its wide economic and social impact * To bring together the Kent mining communities, their stories and collections - specifically Aylesham, Tilmanstone, Chislet, Dover Museum and East Kent Railway * To engage a minimum of 180,000 visitors per annum with Kent’s mining heritage, within the Museum and wider Country Park and act as a gateway to other heritage sites. * To achieve Museum Accreditation within two years of operation |

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**Main Duties and Responsibilities:**

Work with the Museum and Heritage Manager and Learning and Engagement (Outreach Lead) to deliver the Kent Mining Museum Strategic Learning Plan. Key responsibilities include:

1. Delivery of the Strategic Learning Plan for the Museum, in collaboration with the mining heritage centres and Betteshanger Country Park.

1. Development, management and delivery of informal and formal activities and sessions for the Museum’s target audiences, including primary and secondary schools, families, older people and disabled people. Assisting the Learning and Engagement Officer (Outreach Lead) with delivery of informal programme.
2. Development and delivery of projects with schools and educational organisations to meet the needs of both organisations.
3. Consulting with a panel of local educators and facilitators.
4. Maintaining links with community groups and organisations, including the mining Heritage Centres.
5. Developing and maintaining partnerships that will help to achieve the project’s programming vision and objectives.
6. Driving visitor figures according to the outlined targets.

1. Developing and supervising the learning programme volunteers and work placements.
2. Working with the Museum and Heritage Manager and other team members to market the programmes effectively and develop the website.
3. Developing partnerships to support the delivery of the Strategic Learning Plan with local heritage centres and museums, STEM ambassadors and education providers.
4. Evaluating the programmes and provide financial and progress reports for relevant internal teams and external stakeholders as required.
5. Keeping up to date with current community and learning priorities locally and nationally.
6. Keeping up to date with local and national funding opportunities.
7. Working within the Governance arrangements in place for the Kent Mining Heritage Foundation.
8. Promoting and safeguarding the welfare of children, young people and vulnerable adults in line with the Safeguarding Policy.
9. Being committed to health and safety and ensure familiarity with Betteshanger Country Park’s health and safety policies and procedures.
10. Promoting equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity.
11. Undertaking any other appropriate duties required by the Museum and Heritage Manager.

**Equal Opportunities Statement**

The Kent Mining Museum is committed to creating an environment in which employees, visitors and partners are treated fairly and without discrimination. Furthermore, we aim to create a culture that respects and values the differences between individuals. All employees are required to actively support and implement the Kent Mining Heritage Foundation’s Equality, Diversity & Inclusion Policy.

*The post holder will be required to carry out such duties as may reasonably be expected, which do not change the character or purpose of the post and are necessary to maintain high quality standards of business practice.*

*All members of staff are expected to be professional, co-operative and flexible within the needs of the post, their team and the wider Betteshanger Country Park, and comply with all relevant policies and procedures.*

*This job description may be altered from time to time, in consultation with the postholder, in order to meet the changing needs of the organisation.*

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**Person Specification**

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| **Post Title:** | **Learning and Engagement Officer** |
| **Grade:** | **£25,000 - £28,000 (pro rata)** |

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|  | **Qualifications** | **Essential** | **Desirable** | **Method(s) of Assessment**  **(application form/interview/practical demonstration/ presentation/reference/ certificate of qualification)** |
| 1. | A relevant professional qualification or relevant experience. |  | **✓** | Application form/certificate of qualification |
|  | **Experience** |  |  |  |
| 1. | Experience working in a learning context. | **✓** |  | Application form/interview |
| 2. | Delivering of high-quality learning programmes in a heritage learning environment for a wide range of learners | **✓** |  | Application form/interview |
| 3. | Developing on-line and hard copy resources for informal and formal learners | **✓** |  | Application form/interview |
| 4. | Organising heritage and community events | **✓** |  | Application form/interview |
| 5. | Volunteer management |  | **✓** | Application form/interview |
| 6. | Partnership working and networking with other providers | **✓** |  | Application form/interview |
| 7. | Evaluation of learning and engagement programmes |  | **✓** | Application form/interview |
|  | **Skills** |  |  |  |
| 1. | Creative and inspiring individual | **✓** |  | Interview |
| 2. | Highly organised and a ‘self-starter’ who is able to work unsupervised | **✓** |  | Interview/reference |
| 3. | Excellent communication skills | **✓** |  | Practical demonstration |
| 4. | Excellent interpersonal skills | **✓** |  | Interview |
| 5. | Excellent writing skills | **✓** |  | Practical demonstration |
| 7. | Ability to work independently and as part of a team | **✓** |  | Interview/reference |
| 8. | A working knowledge of current issues affecting learning applicable to the heritage sector and developments in the education sector, including changes to the National Curriculum | **✓** |  | Interview |
|  | **Knowledge** |  |  |  |
| 1. | Understanding of equal opportunities | **✓** |  | Interview |
| 2. | Working knowledge of Microsoft Office Packages; Outlook, Word, Excel | **✓** |  | Application form/ Interview |
| 3. | An understanding of safeguarding and its importance within the environment | **✓** |  | Application form/ Interview |
|  | **Other** |  |  |  |
| 1. | Suitable to work with children, young people and vulnerable adults | **✓** |  | Interview |
| 2. | Weekend and evening work may be required | **✓** |  | Interview |
| 3. | Willingness and ability to travel to deliver outreach and attend external events | **✓** |  | Interview |
| 4. | The candidate will be asked to undergo enhanced DBS clearance | **✓** |  | Interview |

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