#### **Job Description**

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| Job Title | Sir John Cass’s Foundation Learning Manager |
| **Salary** | £25,000 - 28,000 pa |
| **Hours** | 35 hours per week. Flexibility with working hours required |
| **Location** | The Charterhouse |
| **Duration** | 31 month contract to 31 March 2022 with possibility of renewal |
| **Responsible to** | Museum and Collections Manager |
| **Responsible for** | Direct line management of the Community Engagement Officer (0.6 PT), Learning Freelancers, and Learning Engagement Volunteers |
| **Overall job purpose** | To devise, deliver and manage a vibrant learning programme for schools, families and adults connected to the rich history of the Charterhouse, seeking to be entrepreneurial, cost efficient and continually mindful of our mission ‘to provide housing, support and care for older people in need, while sharing our heritage and preserving it for future generations.’ |
| **Key result areas** | * Develop and deliver a programme of sessions and projects for primary, secondary and special schools, ensuring that they reflect the National Curriculum. (Delivery of sessions – up to 50% in term time). * Develop and manage a weekly after-school club for primary aged pupils. * Develop and manage a programme of free and charged for family activities (offsite, onsite and in collaboration with other cultural institutions) as well as resources connected to the permanent collection and temporary exhibitions. * Develop and deliver a programme of visits from Colleges and Universities. * Manage an adult learning programme involving collaborative history courses, University of the Third Age projects and creative art workshops. * Work collaboratively with other organisational staff as part of the Public Engagement Team, meeting monthly to deliver the wider public programme. * Manage the community programme for younger audiences and older adults with line management responsibility for the Community Engagement Officer (0.6 PT – CEO post in place until early 2021). * Recruit, train and manage a team of artist- freelancers to deliver the schools, families and adult programmes. * Recruit, train and manage a team of learning engagement volunteers in collaboration with the Volunteer Co-ordinator. * Develop the existing evaluation strategy to ensure that the learning programme is evaluated on an on-going basis. * Liaise with Charterhouse staff regarding the delivery of learning activities and tours ensuring that they are managed in a manner that is respectful of the building and Brothers. * Work with the Marketing and Communications Manager to ensure that the learning programme is effectively promoted. * Manage the learning programme budget and provide progress and financial reports for Charterhouse and information for funding applications, press releases etc. * Produce regular quarterly reports on relevant key performance indicators for senior mgmt. * Attend relevant management and all-staff meetings to ensure learning and best practice are embedded and promoted throughout the organisation. Encompassed in point below * Attend regular learning sector networking meetings with a view to collaborate on shared programming, in particular close working with Learning Department staff at the Museum of London. * Work with the Events team to develop a programme of income generating activities for the learning centre and the Charterhouse more generally * Work with colleagues to ensure maximum usage of the Learning Centre and manage the diary for the Learning Centre * Provide necessary information for the regular reports required by the Sir John Cass Foundation and the National Lottery heritage Fund |
| **Special Circumstances** | Occasional evening or weekend working may be required, for which leave in lieu will be given.  All posts within the Museum are required, as a minimum, to undergo a National Police Computer system security check. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to the Museum’s overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the Museum’s staff and the Collection. |
| **Working Conditions** | No special conditions. |

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|  | **Person Specification** | |
|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | * A post-graduate learning/teaching or heritage qualification or equivalent experience | * Degree in a relevant subject such as: education practice, history, history of art, art & design |
| **Experience** | * Experience of developing and delivering learning and engagement activities for schools (KS1 – KS5) in a heritage, museum or arts setting * Experience of developing and delivering learning activities for family and adult learners in a heritage, museum or arts setting * Experience of coordinating, supervising/managing staff, freelancers and volunteers * Experience of evaluating learning programmes * Experience of budget preparation, monitoring and reporting, and working with funding stakeholders | * Experience of delivering / supporting Lottery Funded projects * Experience of working in a historic building or heritage site * Experience of coordinating, supervising/managing community engagement initiatives * Experience of managing income generating public programmes |
| **Knowledge** | * Knowledge of the National Curriculum and current issues in the schools and higher education sectors * Working knowledge of Health and Safety legislation, risk assessments and Safeguarding | * Awareness of current best practice in learning and engagement * An understanding of equal opportunity and diversity issues |
| **Skills** | * Entrepreneurial approach to developing learning programme * Proactive self-starter confident to work independently and within wider teams to achieve goals * Effective time and workload management skills – to prioritise and to meet deadlines * Strong numeracy and written skills for a range of audiences and platforms, including marketing copy * Excellent communication skills to build and maintain good staff and stakeholder relations and to be an advocate for the Learning Programme to Brothers, staff, governors and external stakeholders * A creative, positive approach to problem-solving * Flexible approach to range of duties and tasks | * First aid trained |