



**Position:** Learning and Access Officer – Maternity Cover

**Organisation:** Barrow Hill Engine Shed Society

**Location:** Barrow Hill Roundhouse, Chesterfield, Derbyshire, S43 2PR

**Closing date:** 15<sup>th</sup> September 2017

**Job Type:** FT (maternity cover – 12 months)

**Salary:** £24,000/annum

## **JOB DESCRIPTION**

Barrow Hill Engine Shed Society (BHES) has achieved Round 2 funding from the Heritage Lottery Fund for '*Moving Forward – developing a new audience for Barrow Hill Roundhouse*'; a £1.3m project. Barrow Hill Roundhouse is a unique 19th Century Grade II Listed Building and the only surviving operational railway Roundhouse in Britain. The Roundhouse is managed by a Board of Trustees that employs a General Manager and a General Assistant. All other work on site is currently undertaken by a team of volunteers.

The purpose of our project is to develop the Roundhouse and our activities, in order to broaden our audience beyond a national base of railway enthusiasts to include families, a range of learners, the local community and corporate use.

**Overall purpose of the post:** to develop and deliver a high quality and dynamic programme of learning and participation which maximises the museum buildings and collections as a resource for learners of all ages and learning styles.

### **Key Objectives:**

- 1) To lead on the delivery of the Learning Plan for Barrow Hill Roundhouse, ensuring that activities are delivered on time and within budget.
- 2) To build fruitful partnerships with key stakeholders including early years' providers, primary and secondary schools, FE colleges and universities, family and lifelong learners, and involve them in the design and delivery of mutually relevant learning programmes.
- 3) To recruit and support a team of volunteers to help deliver the Learning Plan.
- 4) To administer the Learning Plan budget and to report on expenditure via a highlight report to the BHES Board
- 5) To liaise with and report to the Heritage Lottery Fund, ensuring that all necessary procedures are completed.

### **Principal duties and responsibilities:**

- 1) Overseeing the delivery of the learning plan; commissioning new learning sessions, outreach projects and inputting into the delivery of the interpretation plan.
- 2) To engage and co-ordinate the work of staff, freelancers and volunteers to deliver the formal learning programme, providing training and support for them as appropriate.
- 3) Liaising with the archive team to draw out relevant material and collect new material which fills gaps in the collection.
- 4) Manage the day to day bookings and facilitation of school and group visits.
- 5) Programme the delivery of community exhibitions and manage the maintenance of interpretation on site.
- 6) To support BHESS in developing the site's strategy for school/college/university engagement with the site's history and collections.
- 7) To develop a cross-curricular education programme and learning resources across the whole site, for Pre-School, Primary and Secondary Schools, which reflect the needs of pupils, teachers and the requirements of the National Curriculum.
- 8) To work with a range of partners including local schools and colleges to maximise the use of the Roundhouse site for learning, work experience, on the job training and heritage skills training for as broad and diverse an audience as possible.
- 9) To initiate and develop projects where there is an expressed need; e.g. INSET, student teacher training, work placements, study support, non-participating schools, subject specific programmes
- 10) To keep effective documentary records of the success and take-up of programmes and to monitor and evaluate them, analysing and acting upon the results
- 11) To market and promote the learning programme through regular mailings, newsletters, websites, social media, relevant networks and other communication methods as appropriate.
- 12) To effectively manage given budgets adhering to financial procedures and to maximise income through bookings as well as fundraising through grants and sponsorship.
- 13) To promote the Roundhouse's learning programme to the wider museums community regionally and nationally, for example through articles, conference presentations/workshops and social media.

## PERSON SPECIFICATION

### ESSENTIAL

#### QUALIFICATIONS/TRAINING/EDUCATION:

- Degree level or equivalent qualification in a relevant subject such as heritage, museums, environmental or cultural studies.

#### EXPERIENCE/KNOWLEDGE:

- Knowledge and experience of developing and delivering formal and informal educational programmes for learners of all ages
- Knowledge and understanding of current formal learning, widening participation, audience development and schools engagement agendas within the museum and gallery sector
- Experience of managing volunteers
- Experience of developing and delivering events and activities
- Experience of working in the voluntary sector
- Experience of working creatively with historic sites of collections to deliver National Curriculum objectives

#### SKILLS:

- Good organisation and communication skills
- High standards of numeracy and literacy with report writing and budget management experience
- Ability to liaise effectively with a wide range of stakeholders, partners, colleagues and contractors.
- ICT skills with good working knowledge of Microsoft Office
- Confident in dealing with the public and providing good standards of customer care

#### OTHER:

- Ability to work some evenings, weekends and Bank Holidays
- Ability to travel off site for meetings, training etc.
- A DBS check for regulated activity is required for this post.

### DESIRABLE

#### QUALIFICATIONS/TRAINING/EDUCATION:

- Post graduate qualification in education or other relevant subject.

#### EXPERIENCE/KNOWLEDGE:

- Experience of working with the public in a front-of-house situation

To apply for this post, please send a CV and covering statement describing how your skills, knowledge and experience match those described in the job description and person specification to Glynn Wilton, Project Manager – Moving Forward Project on [glynnwilton@barrowhill.org](mailto:glynnwilton@barrowhill.org) by 5pm on Friday, 15<sup>th</sup> September.

This post is due to commence on Monday 4<sup>th</sup> December.

If you have any questions or would like to discuss the post further, please contact Glynn Wilton on the email above.