

**Job Profile
Learning Manager**

Job Purpose

- To be responsible for the operation and development of all learning and engagement activity at the Burton At Bideford in line with the organisation's strategic plan, and budget.
- To broker relationships and partnerships with schools and colleges and regional organisations and community groups to open-up public access to the Burton and its resources to make a positive difference to people's lives.
- To lead on opportunities to develop the capacity and breadth of the learning offer at the Burton using temporary exhibitions, the permanent displays and outreach programmes
- To plan and deliver an accessible, diverse and engaging events programme at the Burton that appeals to adults, families and children

Key Outputs and Accountabilities

Line Management

- To manage and co-ordinate freelance educators, artists, craftspeople or story tellers in the delivery of a successful events programme
- To supervise, train and support volunteers and work experience placements in learning and engagement-related activity

Learning Engagement

- To oversee the implementation of a strategic learning plan as part of the Burton's National Portfolio Organisation (NPO) business objectives 2018-22
- To manage the learning and engagement budget and ensure income targets are met
- To liaise with the Exhibition and Collections Manager to create high-quality accessible and diverse learning resources or study packs around temporary exhibitions and permanent collections
- To develop links with local and regional schools and colleges (primary, secondary and FE) to develop relevant and attractive formal learning programmes
- Create active learning sessions linked to the National Curriculum; and the implementation of Arts Award programmes
- To work with a range of paid facilitators and volunteers to create highly-engaging informal event programmes suitable for adults, families and children e.g. School Holiday programmes for families
- To support the day-to-day smooth operation and safe execution of

Person Specification

Essential

Experience

- Four years relevant experience of primary, secondary school or FE teaching or teaching at these levels in a creative arts and/or heritage environment
- Demonstrable experience of successful learning partnerships
- Experience in budget management and monitoring

Knowledge

- An understanding of current formal education requirements for GCSE and A-level teaching
- A knowledge of good practice to engage audiences in learning

Skills

- Proven project management skills with good attention to detail
- Previous experience of managing staff and/or volunteers
- Sound knowledge of IT
- Ability to develop strong working relationships internally and externally with excellent communication skills, both written and spoken
- Ability to assess and manage risk
- Ability to produce analytical reports and evaluate performance

events

- To ensure there is an effective and accurate system for booking schools and workshops
- To develop learning resources and information to include in the Burton's marketing literature, and on its web site and social media platforms

Audience Development

- To actively engage with local community groups, particularly hard-to-reach audiences, to engage them in opportunities for involvement with the Burton through outreach projects and co-production initiatives
- To support the development and implementation of the Burton's Audience Development Policy working with the Visitor Services Assistant - Marketing & Media Coordinator and an external marketing agency
- To ensure information is provided for marketing on time

Safeguarding

- To work as Safeguarding Officer with the Executive Director and Board for the organisation to ensure best practice for vulnerable people and children
- To keep aware of current legislation and inform policy development.

General

- To secure local, regional and national partnerships to support the development of the learning and engagement programme
- To produce regular reports about the learning and engagement programme and its impact for the Executive Director
- To research and apply for external funding to support the development of the learning and engagement programmes
- As the appointed Safeguarding Officer to ensure safeguarding policies and procedures are up-to-date and being properly implemented
- To undertake other reasonable duties commensurate with the post as directed by the Executive Director.

- A flexible approach to working hours including an ability to work outside usual opening hours, including some evening and weekend work.

Desirable

Education

- A relevant undergraduate degree such as museum studies, education studies, history of art or history
- PGCE qualification or equivalent
- A relevant post graduate qualification in museum studies

Experience

- Experience of Further Education teaching
- Experience of fundraising activities and submitting funding bids
- Experience of the Arts Awards scheme

30 hour week, spread over 5 days.

Salary - £22K

Reports to: Executive Director

Direct reports: None

Start: asap 2018