# Learning Manager

Holborn

Permanent contract 3 days a week (hybrid working policy allows for some home working)

£29,756 - pro rata for 3 days £17,854

Responsible for: Learning officer (3.5 days a week)

Freelance Educators

**Background**

Sir John Soane’s Museum is the idiosyncratic house-museum of the great neo-classical architect Sir John Soane and still displays his collection of antiquities, furniture, models and paintings in the same state in which they were left at the time of his death in 1837.

In keeping with Soane’s vision that the Museum be a place of education and creativity, the learning programme aims to inspire interest in and understanding of the Museum and its collections, as well as architecture and the arts more broadly, among people of all ages and backgrounds.

**The Learning Programme**

The Learning programme at Sir John Soane’s Museum consists of Formal Learning for schools and Informal Learning for children, young people, families, and communities.

The schools programme welcomes both primary and secondary groups to the Museum through a range of curriculum-linked sessions, as well as through live-streamed virtual visits.

The families programme involves occasional drop-in workshops, day-long workshops for all ages during the holidays, family trails of the museum & temporary exhibitions and occasional EFYS programming.

For children and young people, the department runs four architecture clubs annually: Building Explorers, which happens weekly during term time for our three closest Primary schools; The Young and New Architects Clubs which are run monthly on a Saturday for ages 7 – 15; and the Architectural Drawing Course which happens monthly over six sessions for 15–18-year-olds.

For community groups, the team organise tours of the Museum and support the Operations Department in ensuring accessibility for a range of audiences. The Learning team also deliver ad hoc projects for community groups every year including working with youth charities and with local care homes on our annual Arts Space Dementia project. There is a youth panel which meets one per month, made up of members aged 15-24 who help to shape the activities, events and opportunities we offer to this age group.

The Learning team consists of the Learning Manager, a Learning Officer who looks after the schools’ programme and a team of freelance educators who support programme delivery.

**Person Specification**

Our ideal candidate will understand the demands of running an educational programme in a Museum/Historic House context. Ideally you will have experience of working with Learning audiences of all ages and backgrounds. You will have an understanding of varied learning styles and how these operate in a museum or gallery context. Experience of classroom teaching would be an asset.

Knowledge of one or more of the following is also desirable: Sir John Soane’s Museum, architectural history, archaeology, fine and decorative art, social history.

The post-holder must have excellent knowledge and understanding of safeguarding practices and will act as one of the lead Safeguarding Officers for the Museum.

**Key areas of responsibility:**

1. PROGRAMME MANAGEMENT AND DEVELOPMENT

* Take a strategic lead in running the Sir John Soane’s Museum Learning department overseeing all elements of planning, delivery, evaluation, policy and staff management.
* Take the lead in creating, delivering and overseeing the Museum’s Informal Learning programmes, with administrative support from the Learning Officer.
* Oversee the Learning Officer in their role of leading on the development, delivery and administration of the Museum’s Formal Learning programmes.
* Oversee the regular evaluation of the Learning programme, including both qualitative and quantitative analysis, key performance indicators and reporting.
* Ensure all aspects of the Learning programme connect to relevant areas of the Museum and its collections, including supporting the production of interpretation for temporary exhibitions.
* Assist the Development Department in the securing of sponsorship for programmes by providing relevant programme outlines, budgets etc. and helping with putting together funding applications as required.
* Work with existing external partners and establish new partnerships where necessary to ensure the department’s work is reaching potential audiences and in order to develop the programme.

2. SAFEGUARDING

* Act as the Museum’s Designated Safeguarding Officer for children and vulnerable adults (in tandem with the Volunteer Manager and the Head of Visitor Experience and Operations).
* Maintain an awareness of safeguarding policy and procedures and ensure the Museum’s safeguarding policy is implemented and regularly reviewed.

3. PEOPLE MANAGEMENT

* Act as line manager for the Learning Officer.
* Oversee the Museum’s team of freelancers, ensuring prompt and regular communication, opportunities for feedback and evaluation, leading on recruiting, training and CPD where relevant.
* Ensure effective interdepartmental working and communication, particularly in working with: the Volunteer Manager on the shared running of the youth panel and in managing safeguarding at the Museum; the Exhibitions department in linking events/interpretation to temporary exhibitions; the Operations department in ensuring access for a wide range of audiences; the Development department in ensuring funding for departmental activities.
* Develop and maintain good working relationships with Museum stakeholders of all kinds, both internal and external from the Senior Management Team and Trustees to Learning programme patrons and partners.

4. MARKETING

* Working with the Communications Manager, ensure the museum’s Learning programmes are marketed as effectively as possible, including making use of digital platforms and social media and ensuring photography of sessions is regularly organised for promotional purposes.
* Ensure the ‘Learning’ section of the Museum website is accurate and regularly refreshed.
* Managing and communicating with a database of school and family contacts to ensure take up of the Museum’s Learning offer.

5. FINANCIAL MANAGEMENT

* Manage the budget for the Learning programme, overseeing the Learning Officer’s management of the schools budget.
* Complete quarterly forecasts, overseeing all associated financial admin for the programme including reconciling receipts, invoices and timesheets.

6. OTHER

* Oversee the Learning Officer’s management of the museum’s equipment, art supplies and teaching resources for the programme.
* Facilitate sessions on both the Formal and Informal Learning programmes as required.
* Alongside the Learning Officer, act as the registered first aider for all Learning sessions.

7. GENERAL

* Play a full role in the life of the Museum, including delivering regular introductory talks about the Museum to groups, and work one weekend day per quarter as a visitor assistant, supporting the front of house team
* Undertake any additional duty which may be allocated by the Director.

**Person specification:**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Undergraduate degree or equivalent | * Postgraduate teaching or museums education qualification |
| Experience | * Experience of working with children and/or young people in a formal or informal education setting * Experience of developing learning activities for a range of audiences * People management experience, including line-management responsibilities * Experience of programme evaluation and reporting to internal staff/external funders. | * Teaching experience in the UK educational system * Experience of co-production with community groups, particularly young people * Experience of managing and working with freelancers. * Experience of setting up and managing partnership working with external arts, cultural, community and non-heritage organisations. |
| Knowledge | * Knowledge of the National Curriculum (particularly primary science, history, classical civilisations, and art) * Understanding of how to plan for, teach and assess learning outcomes * An understanding of the varied opportunities for learning and participation within a museum or gallery context. * An excellent understanding of effective safeguarding practices * Knowledge of how to ensure access and inclusion for all. | * Knowledge of Sir John Soane and the Soane Museum * Knowledge of the history of art, architecture, and classical civilisations |

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| Skills | * Good communication skills with a warm and friendly manner * The ability to present and communicate new ideas to a range of age groups * Excellent general IT, administrative and organisational skills * Excellent written English, with the ability to write for a wide range of audiences * Self-motivated with the ability to work independently and as part of a small team | * Up to date First Aid Certificate |

The Museum is an Equal Opportunities Employer committed to equality, diversity and inclusion and welcomes applicants from all backgrounds

This post requires an enhanced DBS check.

**Applications** in the form of a CV and supporting letter detailing how you meet the person specification, together with the names and addresses of two referees, should be emailed to [**recruitment@soane.org.uk**](mailto:recruitment@soane.org.uk)**.**

The closing date for applications : Thursday 4 May 2023 - 12 Noon

Interviews will be held on: Friday 12 May 2023

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