Job Profile

Job Title: Learning Officer

Location: Sir John Soane’s Museum, 13 Lincoln’s Inn Fields, London, WC2A 3BP

Contract Type: Permanent Contract (part-time)

Hours: 2.5 days per week, 9.30-5.30pm. The successful applicant will work Tuesdays, Wednesdays and Thursday mornings. This role requires ad hoc weekend work, with time off in lieu.

Annual Leave: There is a generous annual allowance of 26.5 days (pro rata)

Salary: £23,000 p.a. (pro-rata)

Responsible To: Learning Manager: Families, Schools and Communities

Responsible For: N/A

Key Budgetary Responsibilities: Administration of the Schools budget

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| 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 three audience-focussed strands: schools, 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 team also offer outreach sessions to primary schools and have been working to expand this to secondary schools.  The families programme includes working with children of all ages from 0-18yrs and their carers. It involves drop-in workshops on the second Saturday of the month and on Thursdays during the school holidays. Day-long workshops for children happen on selected Wednesdays during the holidays. For early years audiences, The Story Den happens once per month to offer storytelling and den building for children aged 2-5yrs.The department runs four architecture clubs: Building Explorers, which happens weekly during term time for our three closest Primary schools; The Young and New Architects Clubs which run monthly on a Saturday for children and young people aged 7 – 15yrs; and the Architectural Drawing Course which happens monthly over six sessions for young people aged 15-18yrs.  For community groups, the team organises tours of the Museum and supports the Operations department in ensuring accessibility for a range of audiences. There is a youth panel, made up of members aged 15-24yrs who help to shape the activities, events and opportunities we offer to this age group. The department also runs an eight-week programme for people living with dementia and their carers, which involves art workshops inspired by the Museum collection.  Reporting to the Learning Manager, the Learning Officer is responsible for working with them on the organisation, delivery and day-to-day management of the Museum’s Learning programmes, including schools administration and delivery. In addition, the occupier of the role will be able to contribute creatively across the programme, both conceiving new schools sessions and contributing ideas for new Learning events and activities as well as their skills in facilitation. | | |
| Key areas of responsibility: |  | |
|  | 1. PROGRAMME ADMINISTRATION AND DELIVERY   1. Working with the Learning Manager to achieve the Museum’s objectives for schools families and communities Education, as set out in the Learning Strategy. 2. Overseeing administration for the current programme for schools, including administrating schools’ bookings, organising support from the Museum’s team of freelance educators. Working with the Museum Operations team to arrange access for school groups to spaces in the Museum. Ensuring that bookings are handled in accordance with the Museum’s conservation guidelines and communicating with colleagues to co-ordinate with the busy Museum diary. 3. Running Learning sessions in the Museum for a range of audiences, including schools, families, young people and community groups. 4. Maintaining an awareness of safeguarding procedures and reporting any concerns to the Museum’s designated safeguarding officer.   2. PROGRAMME DEVELOPMENTAND SUPPORT   1. Supporting the planning, development and implementation of an expanding programme of events for schools, linked to the National Curriculum; liaising with curatorial colleagues over content as necessary. 2. Supporting the planning, development and running of informal Learning activities for children, young people, families and community groups. This programme will link to relevant areas of the Museum and its collections, including temporary exhibitions. 3. Supporting budgeting, scheduling, running and monitoring events; conducting evaluations. 4. Research and development; purchasing equipment and materials; producing teaching resources and keeping Learning spaces tidy. Supporting the maintenance of a library and archive for the Learning programme.   3. MARKETING AND PRESENTATION   1. Supporting the devising of content for Learning programme publicity; producing and mailing out information, updating web content (in collaboration with the Learning Manager).   4. FINANCIAL MANAGEMENT   1. Budget tracking; maintaining records, receipts, invoices and timesheets. Supporting the Learning Manager to ensure that the programme operates within set budgets. | |
| Person specification: |  | |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Undergraduate degree or equivalent experience. | * 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. | * Experience of working with a range of community groups. |
| Knowledge | * Knowledge of the National Curriculum. * Understanding of how to plan for and evaluate Learning outcomes. * An understanding of the varied opportunities for Learning and participation within a museum or gallery context. * Knowledge of effective safeguarding practices. | * Knowledge of Sir John Soane and the Soane Museum; history of art and architecture. |
| Other 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. | * Practical art and crafting skills and experience. |
| Application procedure: |  | |
| 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, 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 is **July 30th** **at 12 Noon.**  **Interviews will be held on 11 August**.  Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Culture, Media and Sport. Website: [www.soane.org](http://www.soane.org) | | |