



**Access and Learning Officer
Biggin Hill Memorial Museum
Job Description and Person Specification**

Job Title: Access and Learning Officer

Salary: £25,000 pro rata

Reports to: Museum Director

Hours: 21 hours per week over 3 days on a rota, to include some weekend working

Holiday: 24 days annual leave plus 8 days statutory public holiday pro rata

Probation/Notice: 6-month probationary period; 1 month notice period

Location: Biggin Hill Memorial Museum

Objectives:

1. To develop and lead the running of daily formal and informal learning activities.
2. To lead in the organisation and administration of all aspects of learning related activities that take place either on or off site.
3. To take a leading role in the development of Access and Learning provision.
4. To interact with visitors to the museum to enable them to enjoy a rewarding and educational experience.

The role will focus on facilitating all aspects of school visits from initial enquiry to visit date. There will also be involvement in developing, organising, and running other curriculum-focused events and/or outreach sessions and developing and leading informal learning sessions.

Key Tasks and Responsibilities

1. Be fully active in the delivery of all elements of access and learning programmes throughout the museum, including public demonstrations and presentations, classes, and tours.
2. Meet and greet pre-booked school groups and generally act as a welcoming host for visitors.
3. Take and process bookings, producing timetables for school activities and other events.
4. Liaising with teachers on preliminary visits, helping to plan visits.
5. Take part in and develop Outreach Programmes.
6. Take on individual and specialised roles to develop, maintain and expand access & learning.
7. Undertake research, development and production of displays, activities, events, and relevant supporting material to complement both the formal, lifelong learning and family agendas.



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8. To be aware of any developments/changes to the requirements of the National Curriculum.
9. Undertake training and development of access & learning volunteers, also contributing to the training of staff and volunteers in other departments.
10. Collate data and report as required on performance, targets, individual key tasks and other matters.
11. Work actively to reduce barriers to learning and ensure a high-quality inclusive experience for all visitors.
12. Work with other departments to assist in the development of cross-sectoral activities and to raise awareness of access and learning within the museum.
13. Improve and maintain the display areas/boards dedicated to access & learning.
14. To be aware of education provision at other museums and heritage sites.
15. Proactively interact with visitors to the museum, to assist their understanding and enjoyment of the exhibits and activities.
16. Work with the Director to develop and lead the events plan.
17. Produce promotional materials.
18. Monitor the availability of consumable resources and ensure that supplies are ordered in good time.
19. Consult with schools to ensure that the museum is meeting their needs; collate feedback responses and identify areas for improvement.
20. Provide regular information updates for visitors and maintain the access & learning pages of the museum website.
21. Provide general administrative support, including photocopying, laminating, preparation of documents etc.
22. Prepare materials for use in activity programmes.
23. Maintain the schools booking system.
24. Provide support across other areas of the museum as required, for example Front of House duties.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the museum to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible the museum reserves the right to make reasonable changes after consultation.



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Access and Learning Officer: Person Specification

Qualifications

- Educated to first degree level.

Work Experience

- At least 3 years' experience of developing and delivering formal and informal learning activities.
- Experience of working with children.
- Experience of developing access and learning activities with a Science, Technology, Engineering and Maths (STEM) focus.
- Experience of managing resources including budgets within set parameters.
- Ability to teach a wide age range.
- Understanding of the potential of the museum's collections as a resource for lifelong learning.
- Knowledge and understanding of the wider education environment including lifelong learning.
- Knowledge of developments in and potential of digital and online learning.
- Knowledge of current H&S regulation including Safeguarding.
- Advanced Microsoft Office software skills.
- Creative and imaginative.
- Focussed on outcomes, resilient under pressure.
- Strong communicator with a wide range of stakeholders building and managing effective stakeholder relationships.
- Inspires commitment, pace, and drive.
- Takes responsibility for leading and innovating.
- Problem solving and lateral thinking.

Applying for the post of Access and Learning Officer at Biggin Hill Memorial Museum.

Please send your CV and covering letter – explaining why you are applying for the post and how you meet the person specification, in an email addressed to: director@bhmm.org.uk

Please mark the subject line 'Access and Learning Officer Application'.

The closing date for applications is midnight on Friday 17th September 2021.

We are not able to accept late applications or respond to unsuccessful ones.



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Please note that Biggin Hill Memorial Museum is committed to equal opportunities in employment and ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion due to characteristics protected under the Equality Act.

The successful candidate will be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.