



## **OUTREACH, LEARNING & ENGAGEMENT MANAGER**

- Post:** Outreach, Learning & Engagement Manager (22.5 hours per week)
- Responsible to:** Strategic Manager
- Working location:** Epworth Old Rectory (EOR)
- Salary:** £27,950 per annum *pro rata* (£16,770 actual)

### **JOB PROFILE:**

This two-year fixed term post will lead on the planning and delivery of Outreach and Learning activities at the Old Rectory. The post holder will work closely with other staff, including the Strategic Manager and Visits & Collections Manager, in developing a programme of new Engagement activities to attract and involve all existing and potential visitors, especially those from our target groups (currently learning, local and family groups and heritage visitors). The post holder will also be responsible for delivering specific engagement targets for other projects at EOR.

### **Key Responsibilities:**

- To write the Museum's Outreach, Learning & Engagement plan
- To manage the planning, development & delivery of the outreach and learning programme at Epworth Old Rectory and across North Lincolnshire
- To manage and deliver learning activities and workshops at EOR, including schools
- To develop and support volunteers to help with the delivery of learning and engagement activities, both at EOR and as outreach
- To plan, create and be responsible for outreach and learning resources (including handling collections and discovery boxes)
- To develop and deliver a programme of new engagement activities including reaching new target audiences and numbers of participants
- To be responsible for resources allocated to the project
- To monitor and report on activities and participants, as required
- To work with the Visits and Collections Manager to publicise and celebrate Outreach, Learning & Engagement activities at Epworth Old Rectory, in a variety of media
- To support partnership working with the community, staff & volunteer team and museum Friends
- Any other relevant activity to support the work of the Museum
- To give professional advice to the Trustees and CIO on outreach, learning and engagement best practice

**JOB SPECIFICATION: Skills, Education and Experience:**

Competency area	Skill/experience	
	<i>Essential</i>	<i>Desirable</i>
<u>Education &amp; Qualifications</u>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification or equivalent experience</li> <li>• Museum qualification or equivalent experience</li> </ul>
<u>Experience</u>	<ul style="list-style-type: none"> <li>• Experience of delivering informal and informal learning activities</li> <li>• Experience of developing and delivering projects</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Experience of delivering learning activities in a museum or heritage environment</li> <li>• Partnership working</li> <li>• Marketing experience</li> </ul>
<u>Knowledge &amp; Skills</u>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Good presentation &amp; communication skills</li> </ul>	
<u>Attitude</u>	<ul style="list-style-type: none"> <li>• Experience of collaborative working to meet shared objectives</li> <li>• Positive attitude to meeting challenges and problem solving</li> </ul>	
<u>Other requirements</u>	<ul style="list-style-type: none"> <li>• Flexible working, including some evenings and weekends, as require</li> <li>• Subject to DBS enhanced check</li> </ul>	<ul style="list-style-type: none"> <li>• Sympathy with Christian faith</li> </ul>