



BATH PRESERVATION TRUST

Job Description

Post:	Learning & Engagement Officer
Terms:	Full-time, 5 days a week (35 hours) Some weekend/bank holiday and evening working will be essential (TOIL given as applicable)
Salary:	c£23,000 dependent on experience
DBS:	BPT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to a DBS check if your application is successful
Reporting to:	Director of BPT Museums
Purpose of role:	<p>To support the BPT mission to provide educational resources that focus on the architectural, cultural and historic importance of the city, through its museums and elsewhere.</p> <p>To have responsibility for continuing to build and for delivering the learning and engagement programmes and managing their budgets across BPT, primarily via the four BPT museums.</p>

BPT, as part of its commitment to heritage learning, is looking for an innovative, professional and enthusiastic Learning and Engagement Officer to lead our learning programme and help achieve our aim for the Bath Preservation Trust Museums to engage with everyone and provide inspiration, learning and enjoyment for all.

BPT is an amenity charity set up in 1934 to protect and preserve the historic environment of the World Heritage City of Bath and its setting, and to provide educational resources, including through the provision of museums. The Trust now runs 4 well-established museums in the City, each telling a unique story about aspects of the city and its social life: No 1 Royal Crescent, the Museum of Bath Architecture (MoBA), the Herschel Museum of Astronomy and Beckford's Tower. The organisation has had a small permanent learning staff since 2008, which has been partly supported by external grant-aid.

The main activities and responsibilities of the role are described below. This is not intended to be an exhaustive list but a guide to the main priorities. The post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post. They are expected to use their judgement about priorities within the overall role purpose, and to look for and respond to opportunities for visitor growth.

Key responsibilities

1) Learning & Engagement

To devise and deliver innovative learning and engagement programmes that capture learning opportunities for everybody, across all sites and beyond BPT's walls through:

- Devising, planning and oversight of the delivery of formal learning at all four museums (No. 1 Royal Crescent, MoBA, Herschel and Beckford's Tower¹)
- Oversight of management of school bookings, invoices and schedule payments
- Leading trials of new approaches to learning programmes based on teacher consultation to test out and then embed in the overall programme
- Continuing and developing the community engagement programme at all four museums
- Planning and oversight of delivery of informal learning activities
- Developing outreach opportunities
- Working with the Marketing and Communications Officer to produce publicity material including social media
- Overall evaluation of all learning and engagement programmes, and the learning elements of BPT projects
- Developing and maintaining external partnerships to support the BPT learning and engagement programme

2) Financial

To ensure the learning and engagement programme has an appropriate funding basis in line with BPT's charitable purpose including seeking grant funding for charitable work and developing the pricing structures for activities by:

- Actively seeking out and contributing to applications for funding opportunities as applicable
- Establishing a freelance/facilitator model based on an income/expenditure account structure, that sets out the overheads against the income for each type of activity, such as workshops and is capable of scaling up/down according to demand
- Managing learning and engagement budgets and meeting income targets as required, with the Director of Museums and in line with BPT financial procedures

3) Management

To participate in and contribute to the management of BPT and its museums by:

- Acting as BPT safeguarding officer and commissioning DBS reports for relevant staff
- Line managing the Learning and Engagement Assistant (part time)
- Seeking out, developing and managing learning and engagement volunteers and freelancers
- Ensuring all the above receive regular health and safety and fire procedures training, as well as carrying out objective setting, performance management and appraisal process as applicable

¹ Beckford's Tower is subject to a major NLHF bid and if this comes forward the Learning programme will have additional resource available.

- Delivering relevant sections of the Museum Strategic Plan and working collaboratively as part of the BPT Museums team to deliver the overall strategic objectives of BPT, including learning and interpretation projects
- In conjunction with the Director of Museums, presenting and supporting proposals for any major projects to the Museums & Education Committee for development and approval

4) General

- Attending staff meetings, representing the museum, submitting written and budgetary reports as required
- Attending curatorial meetings, representing the Learning & Engagement Team and contributing to development and discussions around interpretation
- Liaising with all BPT Museum staff and reporting regularly to the Museums and Education Committee
- Alarms/Security/Health and safety as applicable with the support of Museum Administrators at all sites and the Facilities Manager.

Person specification

Essential

- Teaching qualification or equivalent experience in a museum/classroom setting
- Demonstrable in-depth knowledge of National Curriculum content and creative learning approaches
- Strong understanding of the principles of formal and informal learning in heritage settings
- Proven ability to work imaginatively to respond to the diverse needs of learners
- Proven ability to work collaboratively and build relationships with a range of partner organisations
- Excellent organisational and planning skills
- Knowledge of current research into inclusion and participatory practice within the heritage sector
- Experience of engaging and managing volunteers
- Demonstrable experience of evaluation methods for learning projects
- Experience of managing budgets (training will be given on BPT financial processes)

Desirable

- Interest in and knowledge of history, particularly the Georgian period
- Experience of devising the delivery of workshops in a museums setting
- Willingness for and experience of fundraising for learning activities

Other

This role also involves:

- Some physical elements such as moving learning equipment and materials
- Lone working
- A willingness to travel to deliver outreach work is required