



HERTFORD MUSEUM  
*Inspiring Generations*

## **Hertford Museum Learning Officer Part Time: Three Year Fixed Term Contract**

### **Job Description**

**REPORTING TO:** The Curator

**PURPOSE OF JOB:** To deliver, develop and evaluate an imaginative and interactive learning provision for all at Hertford Museum and in an outreach capacity.

#### **1. Main duties**

- 1.1 Deliver and continue to develop object based learning workshops to schools both at the museum and in school.
- 1.2 Seek new opportunities to engage with teachers, schools, heritage colleagues, museum learners of all ages and new and excluded audiences.
- 1.3 Work with colleagues to oversee learning provision booking.
- 1.4 Work as part of the team to deliver the museum events programme.
- 1.5 Promote the museum as an exciting and stimulating learning venue for all.
- 1.6 Provide specialist learning advice to the museum team and heritage colleagues.
- 1.7 Provide information for publicity material for the learning service.
- 1.8 Maintain records of the learning service by consistently updating spreadsheets and ensuring appropriate admin is in order.
- 1.9 Supervise and support volunteers delivering museum activities and events.
- 1.10 Keep up to date with national agendas in teaching and learning and ensure the museum education service continues to apply to national agenda learning objectives.
- 1.11 Work as part of the museum team to develop lifelong learning opportunities within the museum environment.
- 1.12 Work as requested at museum and other sites.

#### **2. People and teamwork**

- 2.1 Recruit, train and supervise learning volunteers and work placements.

- 2.2 Work as a proactive and flexible member of our team.
- 2.3 Regularly liaise with colleagues to ensure streamlined delivery of all aspects of the learning and events service.

### **3. Budgets and Funding**

- 3.1 Source and apply for funding for specific projects and to support core learning programmes.
- 3.2 Monitor external learning funding budgets with support from the Curator.

### **4. Evaluation**

- 4.1 Undertake evaluation using relevant frameworks for new programme strands and projects.

### **5. Miscellaneous**

- 5.1 To be a proactive and supportive member of the Museum team and to carry out all other reasonable duties as requested by the Curator.
- 5.2 At all times to carry out his/her duties in accordance with the policies of Hertford Museum.
- 5.3 To take reasonable care of health, safety and welfare of self, other persons and resources while at work and in the course of service delivery, in accordance with the responsibilities placed on the Museum by current legislation.
- 5.4 To work occasional weekends and evenings as and when required.
- 5.5 To be a key holder and take part in the museum's alarm call-out rota.
- 5.6 To be an ambassador for Hertford Museum