

## The Canal Museum Trust

### **Job Description**

Job Title:	Part-Time Education Officer, London Canal Museum
Responsible to:	Chair of Trustees
Hours:	12 per week. Days of work vary but will not normally include Mondays. Work may be carried out on a flexible basis over the week to meet the needs of the post-holder and the museum. Occasional weekend working will be required for which time off in lieu will be given.
Place of work:	A mixture of working in the museum and working from home is required as suitable for the work being carried out.
Duration:	Permanent

### **Responsibilities**

1. Responsible for delivery and development of the museum's education service, in particular for services to schools and visiting families.
2. To be the principal point of contact for teachers and others engaged in education, liaising with them, administering their bookings for visits to the museum, and ensuring that the museum presents education customers with an image of efficiency and professionalism. The post holder is expected to deal with enquiries regularly on Mondays to Fridays, responding promptly by telephone or email.
3. Delivery of workshops and other educational activities, working with visiting teachers and others.
4. Maintain and develop the museum's educational resources including online
5. Plan and organise educational activities so that participating children will obtain the full benefit from them whilst at the same time ensuring that there is no reduction in standards of presentation, or accessibility of exhibitions, to the museum's other customers. This does include cleaning up after educational activities.
6. Education input to key museum projects including future displays and interpretation
7. Train, motivate, and supervise volunteers to assist with every aspect of the job, and contribute to recruitment of suitable volunteers for education work
8. Maintain statistics of the number of school children and others to whom service is provided and provide occasional reports to the to the Council of Management (which may involve an evening meeting).
9. Plan own diary, use a computer and use common computer software, Internet and e-mail facilities with limited support.
10. Engage freelance educators where required to meet demand. (such additional resource may also be provided by the post-holder working additional time).

### **Notes:**

Enhanced DBS check is required for this post.

One holiday day for every 21 days worked including overtime days. For this calculation a day is considered to be of 7 hours. Leave is expected to be taken mainly during school holiday periods and in late December.

## **PERSON SPECIFICATION**

### **Essential**

- Experience in school education
- Experience of creating learning activities and running events
- Keen attention to detail and a commitment to achieving high standards in every aspect of the museum's work
- Computer literacy including ability to edit educational materials
- Good standard of written and spoken English, including the ability to write educational materials without errors of grammar, spelling, or punctuation, and to present articulately in person.
- Understanding and knowledge of the National Curriculum

### **Highly desirable**

- Experience as a school teacher.
- Ability to offer flexibility of working hours according to customer needs
- Commitment to the ethos and values of the museum including providing services to high professional standards by volunteers, minimising the museum's impact on the environment, and reliable service delivery.
- Relevant professional qualification

### **Useful**

- Experience of working within a museum or heritage environment
- Experience of working with and managing volunteers
- An appreciation of waterways and/or industrial history and heritage