



Craven District Council

Job Description

Post:	Education Officer (Part time 25 hours per week, with potential to increase to full time)
Pay Scale:	Scale 5
Service:	Cultural Service – Skipton Town Hall
Responsible to:	Cultural Services Manager Museum & Collections Lead
Responsible for:	Casual staff where appropriate

Job Purpose

The Education Officer post will ensure that the collections in our Craven Museum act as a learning resource for people of all ages, by developing and delivering high-quality and creative programmes of learning and participation for school classes, families and adults.

Within the formal education offer, the post-holder will start by delivering exciting new workshops and resources designed as part of our National Lottery Heritage Funded project *Stories & Treasures of Street & Dale*, and hosting visits to our newly redeveloped museum and exhibition gallery.

Within informal learning, the post-holder will design and facilitate delivery of school holiday activity and will also work collaboratively with colleagues to contribute towards the planning, delivery and evaluation of learning opportunities within Cultural Services projects.

The Education Officer will also be expected to lead on the coordination of the Arts Award and Young Archaeologist's programmes at Skipton Town Hall, with support from colleagues.

Principle Duties & Responsibilities

- Deliver a range of newly designed educational workshops to school children, developed as part of the Stories & Treasures project
- Work with the Design & Marketing Officer to promote the Museum's education offer

- liaise with schools, colleges and teachers to promote the use of the collections and activities of the museum in line with the national curriculum
- Participate in seasonal programming discussions, liaise with relevant colleagues to design and develop programmes of talks, activities or workshops around particular exhibitions or in response to particular themes
- Administer the booking process for education visits to the Museum
- Continue to create and develop educational resources for visitors, schools, families and special interest groups
- Deliver Arts Award opportunities
- Establish and coordinate the Young Archaeologist's Club for Craven Museum
- Design school holiday activity, to deliver with support of casual events staff
- Facilitate activities in the local community in response to requests from schools and community groups or to promote particular exhibitions
- Collate, evaluate and apply feedback on the educational activities provided
- Represent and promote the museum on external educational bodies in order to establish a network of useful and productive partnerships.
- Undertake relevant training and development as appropriate to the role.

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

Education Officer

Knowledge/Qualifications / Training	Essential	Desirable	Verified by
Educated to degree level in a relevant subject, or equivalent experience	X		Application
Up to date knowledge of the National Curriculum and Government initiatives	X		Application
Experience of using technology in the classroom e.g. PowerPoint, interactive whiteboards		X	Application
Experience of working with people in a museum learning environment		X	Application
Skills / Abilities	Essential	Desirable	Verified by
Excellent interpersonal skills, able to communicate clearly and consistently with audiences of all ages and levels of interest	X		Application and Interview
Inclusive approach and demonstrative commitment to the understanding and application of the principles of diversity	X		Application and Interview
Excellent organisational skills	X		Application and Interview
The ability to work to deadline and manage conflicting priorities	X		Application and Interview
Able to work unsupervised and on own initiative.	X		Application and Interview
Able to build and manage good working relationships internally & externally and take a collaborative approach when necessary.	X		Application and Interview
Flexible approach to problem solving, and able to respond to challenges/opportunities when they arise.	X		Application and Interview
Ability to work flexible hours including evenings and some weekends on occasion if the role requires	X		Application and Interview
Experience	Essential	Desirable	Verified by

Proven experience delivering formal education workshops linked to curriculum outcomes, and of effective class management either in a classroom or museum environment	X		Application and Interview
Proven experience working in a similar environment or role, engaging the public particularly young people, in learning activities	X		Application and Interview
Experience of interpreting museum collections for a variety of age groups and levels of engagement	X		Application and Interview
Experience of using museum objects to support learning	X		Application and Interview
Experience of developing high quality formal and informal learning resource materials	X		Application and Interview
Experience in implementing health and safety requirements and risk assessments.		X	Application and Interview
Other	Essential	Desirable	Verified by
Knowledge, understanding and commitment to the ethos of the Arts Award	X		Application & Interview
Facilitation of delivery of Arts Award programmes		X	Application & Interview