

## **National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

### **Collections & Programmes Division**

**Post: Learning Producers x2**

**Post No's: NAM 117 &199**

**Reports to: Learning Manager – Schools and Young People**

### **Job Role**

The National Army Museum is recruiting a full time Learning Producer who will join the Learning and Public Programmes team. The post-holder will be responsible for delivery to schools and young people - a key audience for the Museum.

The focus of this role will be on co-ordinating, delivering and evaluating a vibrant, original, relevant and fun participatory schools programme which leverages the Museum collection, resources and the expertise of the National Army Museum team.

The post-holder will contribute to the development of new initiatives for SEND and partnerships with key external organisations that provide informal learning and training opportunities for under 18's. They will also support the Department's community learning activities through workshops, outreach visits, etc.

The Learning Producer will be responsible for preparing for and delivering education sessions, meeting and greeting school groups and helping to organise mail-outs and support departmental marketing initiatives and coordinating school visits.

The post-holder will provide general administrative support for the department including collating and preparing relevant statistical data, creating and updating mailing lists and department archives, and maintain and improve filing systems to ensure easy retrieval of information.

The Learning Producer is a highly-valued member of the Learning and Public Programmes team and will be encouraged and supported in developing and initiating innovative and dynamic learning programmes and projects. The Learning Producer will also be encouraged to identify training and CPD opportunities as part of their work.

The post-holder should have a commitment to learning and developing their knowledge about the Army and the Museum's collections, ensuring their understanding is up-to-date and relevant. Learning programmes and resources bring together the collections, resources and expertise of the Museum and its staff.

This role is seen as vital in the continuing development of the National Army Museum programme that engages, challenges and inspires learning for all.

## 1. Job Description

The post-holder is responsible for the following key deliverables and accountabilities:

### Schools

- (a) Plan, coordinate and deliver innovative schools programmes that focus on the British Army and army attributes both on and off site including regular programmes and one-off events.
- (b) Contribute to printed and digital resources to support directed and self-directed learning. These include the delivery of school sessions, study days, open days, special events, and programmes.
- (c) Liaise with schools and organisations working with schools to develop strong links to ensure an accessible and welcoming programme and ensure that all work seeks to build lifelong relationships and future visitors.
- (d) Support the Learning Manager in their work with advisors, teachers and other education professionals and relevant organisations, such as the Department for Education, local authorities. Kids in Museums and Arts Award
- (e) Support the day-to-day work of freelance educators, volunteers and suppliers who work on the schools programme including recruitment and training.
- (f) Create content for the annual schools programme publication and other learning resources for schools and contribute to the Museum's wider digital activities. This includes the updating of the schools section of the website, creating digital resources and social media activity.
- (g) Support the promotion of the Museum's schools programme locally and nationally and support NAM's participation in national initiatives, special events or projects.
- (h) Support the development and deliver schools projects – nationally, regionally, locally and onsite to deliver a service with national reach and impact.
- (i) Identify and support opportunities to celebrate the engagement of schools learners in the stories and attributes of the British Army through displays, blogs, publications and digital assets and to regularly update the relevant sections of the Museum's website.
- (j) Represent schools audiences in relation to learning, interpretation, access and audience development for major projects and exhibitions.
- (k) Assist the Learning Manager with the upkeep, maintenance reporting and equipping of the Foyle Centre.

- (l) Assist with the management and maintenance of the Museum's Handling Collection.
- (m) Manage and maintain the Museum's Learning materials including gallery trails, worksheets, etc.
- (n) Maintain the storage and workshop areas, including materials inventory.
- (o) Flag any risks to spaces, materials, etc. to Learning Manager and other relevant departments
- (p) Assist and deliver programmes for marginalised and underserved groups both on and off site, preparing lesson plans and resources that adapt conventional teaching methods to meet the individual needs of pupils.
- (q) Advocate for the Museum's SEND provision with local learning and SEND providers and drive local community use.

#### General

- (r) Manage and monitor delegated budgets and resources for the schools programme and projects to ensure best value.
- (s) In consultation with the Learning Manager, liaise with Visitor Experience staff to ensure that they have the information they need about activities and resources for schools, etc. so that these visitors can be welcomed, briefed and managed to a high standard.
- (t) In consultation with the Learning Manager, liaise with Commercial staff to ensure that where relevant and strategically applicable, commercial objectives are achieved.
- (u) Undertake administrative duties, including: procuring services and works; administering delegated budgets, purchase orders and invoices; compiling reports and proposals; and collating statistics to report against KPIs.
- (v) Undertake research, monitoring and evaluation to continuously improve the quality of schools provision and maintain up-to-date data to enable monthly and annual reporting against KPI's.
- (w) Contribute to monthly reports detailing activities including reporting on KPIs, programmes, budgets, and other deliverables.
- (x) Work with learning and participation team colleagues to ensure that schools provision contributes to the Museum's wider learning strategies.

- (y) Ensure all learning provision is as physically and intellectually accessible as possible.
- (z) Participate as an active and responsible member of the Collections Division and contribute to the implementation of the Museum's policies, strategies, business and operational plans.
- (aa) To represent the Museum at agreed external events.
- (bb) Undertake any other work as required by the Learning Manager or Senior Management team.

## **2. Internal Relationships**

- (a) The post-holder will need to work closely with all colleagues across the Museum.
- (b) The post-holder will be required to liaise as appropriate with wider Museum staff, Senior Management team, supporters and partners.

## **3. External Relationships and Partnerships**

- (a) Supporting and maintaining a wide range of external relationships in relation to the development and operation of schools and young people's provision.

## **4. Health & Safety**

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.
- (b) Undertaking risk assessment where appropriate.
- (c) The post-holder will be required to assist in the setup/breakdown of learning spaces (e.g. lifting and moving chairs, tables, workshop materials, etc.)
- (d) Supporting and promoting the health and safety of visitors and participants in Learning activities.

## **5. In addition, the post-holder is required to:**

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- (b) Ensure that the Museum's accounting and financial procedures are strictly adhered to and embed a culture of control and financial discipline.

- (c) To play a full part in the generation of income as required and to avoid breaches of financial regularity and propriety, the misapplication of funds or waste of resources. Effectively manage delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management team.
  - (d) Take due care to assess and manage risk, having regard to the Museum's Risk Management Policy; (*Risk Management at the National Army Museum: Matrix of Risks*).
  - (e) Carry out his/her duties in accordance with the Museum's Equal Opportunities Policy.
  - (f) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other Museum property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required. The post-holder will be required to work off-site including at the Museum's collections centre at Stevenage.
  - (g) The post-holder must co-operate fully with the Management of the Museum in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Management team.
  - (h) Participate in Museum committees, teams and working parties, as delegated by the Learning Manager and represent the Museum on external committees, as required.
  - (i) Support presentations to the National Army Museum Council (Trustees), the Senior Management team and members of staff as requested.
  - (j) Deputise for the Learning Manager, as required.
6. The appointment is permanent (subject to a six-month probation period), working 37 hours per week (net) i.e. 42 hours in total on site including a one-hour break each day, 5 days out of 7. Additional evening and weekend working may be required. The salary is £27,000pa inclusive. The post-holder is required to give three months' notice in resigning.
7. The appointment will be subject to a security clearance.

8. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.

9. The National Army Museum is an equal opportunities employer.

Justin Maciejewski  
Director

National Army Museum  
January 2020

Signature: ..... Date: .....