



**SOCIETY OF
ANTIQUARIES
OF LONDON**

Job Description

Job title:	Learning & Outreach Officer
Location:	Kelmscott Manor, Oxfordshire
Hours:	28 hours per week (Monday to Thursday)
Reporting to:	Property Manager
Relationships with others:	Part of the Visitor Experience team. Will work in direct contact with schools, community groups and other Kelmscott Manor staff The post does not have line management responsibility but will supervise some volunteers who will assist in delivering the education and outreach programme
Salary:	Pro rata £25,000 (£20,000 for 28 hours per week)

Context

Kelmscott Manor is currently undergoing major conservation and improvement works funded by the National Lottery Heritage Fund and other funders. As part of the project a new education building will be built within the estate to accommodate schools and community groups from around the Oxfordshire, Gloucestershire and Wiltshire area.

This role will develop, promote and run the learning offer for schools and community groups as well as informal learning activities for our visitors. This will help to ensure that the Manor, its story and collection is brought to a wider audience.

This post is funded by the National Lottery Heritage Fund for three years and must be sustainable after this period.

Job Summary

Working with the Property Manager, Visitor & Volunteer Manager and Curator, to create an exemplar small heritage learning service that engages people of all ages and abilities with the Manor and its heritage.

To create and manage relationships with formal education groups and community groups. To create learning sessions with partner artists and craftspeople and deliver learning sessions with formal education groups on site at Kelmscott Manor (around

30 to 40 sessions per year, April to October). To deliver learning sessions with community groups, out of season, in partnership with group co-ordinators and gatekeepers.

The purpose of this job description statement is to describe the general nature and level of work to be performed by the employee assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills require. As this is a new post, we reserve the right to revise the job description as necessary but will do so in consultation with the job holder at the appropriate time.

Main activities and responsibilities

1. Develop the content of the formal learning programme at Kelmscott Manor, conducting all necessary research, and working with freelance artists and craftspeople specialising in heritage skills. Test the content with schools and produce all required learning resources.
2. Liaise with SAL communications staff on the development of downloadable learning resources on the Manor website.
3. Deliver the formal learning programme at Kelmscott Manor, including managing school bookings and communications, marketing, co-ordination of visit, booking of freelancers as required, and delivery of sessions on site.
4. Manage the development of online teaching resources, including learning resources for schools to use on-site and guidance for teachers bringing groups to the Manor, including information on risk assessment and suggestions for pre- and post-visit activities.
5. Oversee the maintenance of online learning resources on the Kelmscott Manor website.
6. Manage a teachers Working Group and gather feedback from schools, maintaining a relationship database of all contacts.
7. Develop a teacher familiarisation offer at the Manor to cultivate new formal learning contacts.
8. Develop longer term projects with secondary schools, FE and HE providers, including the facilitation of student placements.
9. Supervise Learning Volunteers and work with them to develop new informal learning activities for general visitors, particularly aimed at family groups, to attract greater numbers of young people and increase visitor diversity.
10. Deliver and maintain relationships with target community groups and deliver around 12 projects per year with these groups, usually out of season.
11. Attend GEM meetings and other relevant networking events
12. Working with the Administration Assistant, ensure all schools and community groups are invoiced for their booking and monies collected as appropriate.

Society wide

Play a part with other staff in promoting the Manor and Society to external audiences and be an effective advocate of the Society and its objectives.

Other duties

To attend appropriate training courses to improve and extend skills base as identified from time to time.

Other tasks as designated by the Property Manager.

Post supported by:



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

PERSON SPECIFICATION

Essential	Desirable
Training, Experience and Qualifications	
Experience of delivering education programmes to children and young people.	<p>Experience of working in a heritage and/or arts environment.</p> <p>Experience working with vulnerable and disengaged children and young people, those with social emotional difficulties, behavioural difficulties and /or additional learning needs.</p> <p>Degree/Level 4 qualification in a relevant subject.</p>
Experience/Knowledge	
<p>Driver with own transport</p> <p>Proficient in IT Skills (Microsoft)</p> <p>Knowledge of child protection issues</p> <p>A DBS check will be required</p>	<p>Existing knowledge of and contacts in the community of West Oxfordshire/Swindon and the surrounding area.</p> <p>An interest in history and the Arts and Crafts movement.</p> <p>Experience of developing online resources.</p>
Interpersonal skills	
<p>Excellent communication and interpersonal skills and a proven ability to build good working relationships with a range of people from diverse backgrounds and experiences.</p> <p>A pragmatic and hands on approach</p> <p>Ability to work calmly under pressure and manage conflicting priorities.</p>	<p>Experience of managing volunteers.</p>
Particular circumstances to this post	
<p>To be prepared to be flexible in working hour patterns.</p> <p>There will be a requirement to work both indoors and outdoors.</p> <p>A commitment to Kelmscott Manor's environmental/'green' action plan.</p> <p>.</p>	
Personal attributes	
<p>Standing for long periods necessary</p> <p>Work entails reasonable lifting of heavy/ bulky objects within published health and safety guidelines on manual handling.</p>	