

## **National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

### **Public Programmes Division**

**Post: Learning Manager – Schools, Families and Young People Post No: NAM 189**

**Reports to: Head of Learning and Participation**

### **Job Role**

Our new Learning Manager – Schools, Families and Young People will join the learning and participation team at an exciting stage in the Museum's transformation. The post holder will be responsible for the development, delivery and evaluation of formal learning programmes, projects and resources and events for schools and teachers. The role includes line management responsibility for the Senior Learning Producer – Schools and Learning Producer – Early Years, Families and Young People.

The post holder will be responsible for the training of freelance staff and volunteers who help deliver the schools programme, the development and delivery of a programme of CPD for teachers, delivery of taught workshops and the development of learning resources for schools and teachers, including digital resources.

### **1. Job Description**

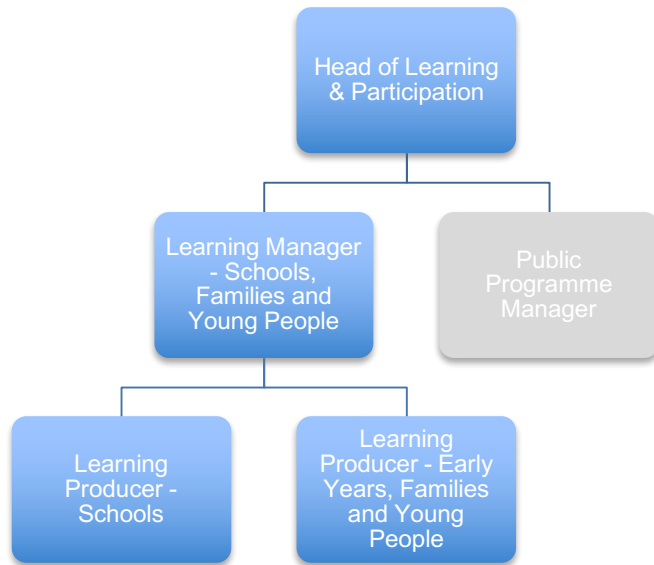
The post-holder is responsible for the following key deliverables and accountabilities:

- (a) To continue to develop an innovative national Schools programme focusing on the British Army and army attributes in line with current government policy and the Museum's strategies in consultation with the Head of Learning and Participation.
- (b) To plan, coordinate and deliver the Museum's schools programme for early years, primary and secondary with the aim of engaging a wide range of schools and teachers locally and nationally with the Museum's galleries and exhibitions.
- (c) To monitor, evaluate and document the Museum's schools programme in line with agreed objectives, outcomes and performance indicators.
- (d) To line manage the Senior Learning Producer – Schools, and Learning Producer – Early Years, Families and Young People and support them in the development of coherent strategies for schools and early years, families and young people.
- (e) To plan, oversee and monitor the day to day work of freelance educators, volunteers and suppliers who work on the schools programme including recruitment and training.

- (f) To develop learning outcomes for the schools programme linked to the National Curriculum, the new national qualifications and the MLA's Inspiring Learning for All Framework.
- (g) To promote the Museum's schools programme locally and nationally and organise national initiatives, special events or projects.
- (h) To produce and distribute the annual schools programme publication and other learning resources for schools and contribute to the Museum's wider digital activities including the updating of the schools section of the website, creating digital resources and social media activity.
- (i) To develop gallery or exhibition interpretation for schools, and exhibitions of schools projects as directed by the Head of Learning and Participation and work closely with curatorial staff.
- (j) To manage the schools budget and the monthly collation of statistics/performance indicator data for the schools programme.
- (k) To liaise on a regular basis with advisors, teachers and other education professionals and relevant organisations, such as the Department for Education, Institute for Education and local authorities.
- (l) Jointly responsible with the Learning Producer Early Years, Families and Young People for the upkeep, maintenance reporting and equipping of the Foyle Centre.
- (m) Work with learning and participation team colleagues to ensure that early years, families and young people's provision contributes to the Museum's wider learning strategies.
- (n) Ensure all learning provision is as physically and intellectually accessible as possible.
- (o) Participate as an active and responsible member of the Public Programmes Division and contribute to the development of the Museum's policies, strategies, business and operational plans, ensuring they are efficaciously delivered and resources are used appropriately.
- (p) To represent the Museum at agreed external events.

## **2. Resource Management**

- (a) The post-holder directly line manages the Learning Producer staff. (Please note the Learning Producer – Early Years, Families and Young People is currently the subject of fundraising efforts.)



- (b) Responsible for the motivation, management and training of divisional Museum staff, contractors, volunteers, interns and apprentices, exercising a proper duty of care over them.
- (c) Responsibility for delegated budgets and programmes. Monitor and control budgets and resources to ensure best value.

### 3. Internal Relationships

- (a) The post-holder will need to work closely with all colleagues across the Museum but particularly: Assistant Director (Public Programmes), Learning and Participation Department, Design Department, Marketing and Communications Department, Web Team, Commercial and Visitor Experience Division, Collections Division and Development Team.
- (b) To work closely with the Commercial and Visitor Experience and Human Resources Departments and appointed contractor(s) and volunteers, to provide specialist skills training to Museum staff to enable them to deliver a personal and engaging visitor experience for schools, early years and families audiences.
- (c) The post-holder will be required to liaise as appropriate with wider Museum staff, Senior Management Team, supporters and partners.

### 4. External Relationships and Partnerships

- (a) Establishing and maintaining a wide range of external relationships, particularly with key stakeholders including DfE, British Army, local education authorities, subject associations and both local and national schools and teacher networks as prioritised by the Audience Development Plan.

## **5. 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.

## **6. 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 General'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 NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
- (e) Carry out his/her duties in accordance with the NAM'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 NAM 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 facilities at Stevenage. Travel to contractor offices may be required.
- (g) The post-holder must co-operate fully with the Management of the NAM 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 General and Senior Management Team.
- (h) Chair Museum committees, teams and working parties, as delegated by the Assistant Director (Public Programmes) and represent the Museum on external committees, as required.

- (i) Support presentations to the NAM Council (Trustees), the Senior Management Team and members of staff as requested.
- 7. The appointment is permanent (subject to a six-month probation period) and pensionable, working 37 hours per week (net), 5 days out of 7. Additional evening and weekend working may be required. The salary is £35,035pa inclusive. The post-holder is required to give three months notice in resigning.
- 8. The appointment will be subject to a security clearance through Disclosure Scotland.
- 9. 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.
- 10. The National Army Museum is an equal opportunities employer.

Janice Murray, Director General  
National Army Museum

June 2017

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