

National Army Museum
Royal Hospital Road, Chelsea, London SW3 4HT

Audiences & Engagement Division

Post: Part-Time Learning Producer

Post No: NAM 258

Reports to: Head of Learning

Job Role

The National Army Museum is recruiting a part-time Learning Producer who will join the Learning team. The post-holder will be responsible for delivery to schools' groups – 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 SEN/SEND. They will also support the Department's community learning activities through workshops and outreach visits, and will be responsible for researching, preparing and delivering learning sessions, meeting and greeting school groups, supporting marketing and publicity initiatives and coordinating school bookings and 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 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 post is a public facing role and not suitable for hybrid working. Some weekend working may be required for which time off in lieu will be given.

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-site, off-site and virtually, including regular workshop programmes and one-off events such as study days, special events and takeover days.

- (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 Head of Learning in their work with advisors, teachers and other education professionals and relevant organisations, such as Royal Hospital Chelsea, 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 schools' programme publications 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 both onsite and digitally to deliver a service with national reach and impact.
- (i) Identify and support opportunities to celebrate the engagement of school 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) Assist the Head of Learning with the upkeep, maintenance reporting and equipping of the Foyle Centre.
- (k) Assist with the management and maintenance of the Museum's Handling Collection.
- (l) Manage and maintain the Museum's Learning materials including gallery trails, worksheets, etc.
- (m) Maintain the storage and workshop areas, including materials inventory.
- (n) Flag any risks to spaces, materials, etc. to the Head of Learning and other relevant departments
- (o) 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.

- (p) Advocate for the Museum's SEND provision with local learning and SEND providers and drive local community use.

General

- (q) Manage and monitor delegated budgets and resources for the schools' programme and projects to ensure best value.
- (r) In consultation with the Head of Learning, 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.
- (s) In consultation with the Head of Learning, liaise with Commercial staff to ensure that where relevant and strategically applicable, commercial objectives are achieved.
- (t) 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.
- (u) 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.
- (v) Contribute to monthly reports detailing activities including reporting on KPIs, programmes, budgets, and other deliverables.
- (w) Work with learning and participation team colleagues to ensure that schools provision contributes to the Museum's wider learning strategies.
- (x) Ensure all learning provision is as physically and intellectually accessible as possible.
- (y) Participate as an active and responsible member of the Audiences and Engagement Division and contribute to the implementation of the Museum's policies, strategies, business and operational plans.
- (z) To represent the Museum at agreed external events.
- (aa) Undertake any other work as required by the Head of Learning or Senior Leadership Team.

2. Resource Management

- (a) Responsible for the motivation, management and training of designated Museum staff, contractors, freelancers and volunteers, exercising a proper duty of care over them.

- (b) Manage and monitor delegated budgets and resources for the learning programme and projects to ensure best value.

3. 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 Leadership Team, supporters and partners.

4. External Relationships and Partnerships

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

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.
- (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.

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'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 Senior Leadership 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 will be based at the Museum in Chelsea.
 - (h) 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 Leadership Team.
 - (i) Participate in Museum committees, teams and working parties, as delegated by the Head of Learning and represent the Museum on external committees, as required.
 - (j) Support presentations to the National Army Museum Council (Trustees), the Senior Leadership Team and members of staff as requested.
7. The appointment is permanent (subject to a four-month probation period), and part-time, working 24 hours per week, 3 days out of 7. Additional evening and weekend working may be required for which time off in lieu will be given. The salary is £34,040pa (pro-rata) with a Joint Contributory Pension operated under the NEST Scheme. The post-holder is required to give a minimum of three months' notice in resigning.
 8. The appointment will be subject to security clearance.
 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.

Justin Maciejewski, Director
National Army Museum

July 2026

Signature: Date: