

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Collections Division

Post: Head of Learning and Public Programmes

Post No: NAM 188

Reports to: Assistant Director (Collections)

Job Role

A key role in the collections division, the Head of Learning and Public Programmes will contribute to the Museum's learning and engagement policies. They will also play a vital role in developing and running programmes and activities for a variety of audiences, including: formal learning (Early Years, Schools, 16+) and informal learning (Family and Adult) audiences and young people. The post is responsible for realising a vibrant, engaging, dynamic learning and engagement programme on site, offsite and online that draws on the Museum's collections, stories and the attributes of Our Army to help create a modern, relevant and appealing Museum.

1. Job Description

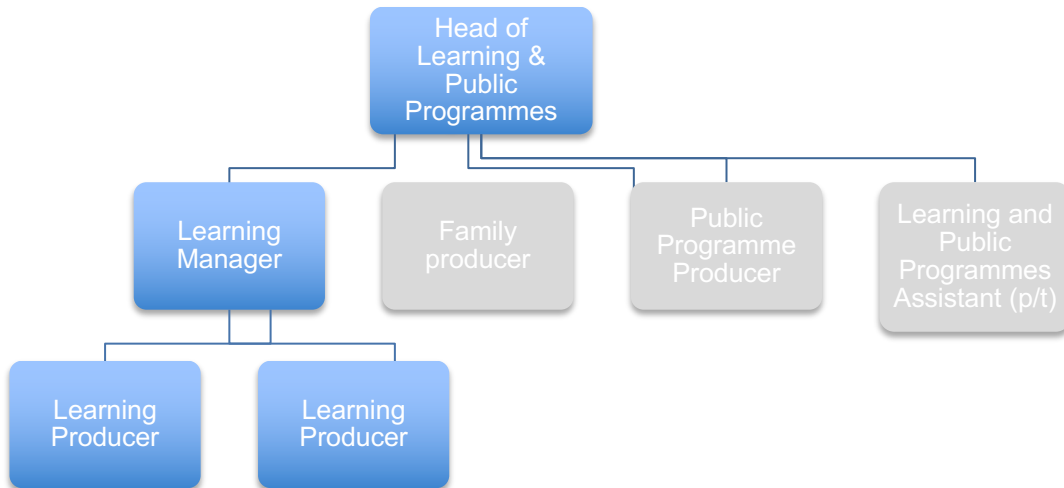
The post-holder is responsible for the following key deliverables and accountabilities:

- (a) To lead on the delivery and further development of the Museum's learning strategy which is inspired by the Museum's collections and story of Our Army. This will inform the Museum's exhibitions and programmes, and the Museum's mission to connect the British public with Our Army.
- (b) Develop, pilot and deliver various education projects (these might include activities for schools pupils, teachers, community groups, adults, students, young people, families and army personnel) with the aim of creating, evolving and expanding the Museum's learning and participation offer as well as increasing the vitality, appeal and reach of educational and public programmes and their practical delivery.
- (c) To lead, monitor and supervise the schools, families and public programmes staff, contractors, trainees and volunteers to ensure that formal and informal learning offers are consistently high quality and continually improved, resulting in audience growth.
- (d) To work with the learning and programming teams to provide advice and guidance on best pedagogic and learning practice to museum staff in respect of all new interpretation and ensure quality and consistency in the standard of new provision across the Museum as it relates to formal and informal learning audiences.

- (e) To work with the Head of Marketing and Communications on the development of marketing strategies for formal and informal learning audiences, and to oversee their implementation.
- (f) Provide input into the design, delivery and evaluation of all new galleries, exhibitions, publications and visitor facilities across the Museum on matters relating to formal and informal learning.
- (g) To provide advice and guidance on the Museum's digital and online presence, where necessary, to include on-line learning and resources.
- (h) Lead, manage and motivate staff to ensure the highest levels of performance in their respective areas of responsibility, establishing an integrated and customer-focused Learning and Programming team.
- (i) Develop links and sustained partnerships with local stakeholders including heritage and cultural organisations, universities, colleges, schools and business, and potential national and international partners, in particular the Department for Education and the British Army. Work with these to develop new learning initiatives that will have benefit across the country and to ensure that the Museum is seen as a 'go to' place to support the curriculum and continuing professional development.
- (j) To ensure our Museum is as physically and intellectually accessible to as many different types of formal and informal learning audiences as possible.
- (k) Set clear performance targets and maximise the contribution of staff and volunteers through maintaining a culture of learning and development.
- (l) To manage budgets and resources to achieve best value and ensure the delivery of all financial, service and project performance targets.
- (m) Establish and maintain effective relationships with funding bodies and work with colleagues to identify and seek funding in order to contribute to the Museum's financial resilience and to enhance the Museum's facilities and activities.
- (n) Participate as an active and responsible member of the Collections Division and contribute to the development of the Museum's policies, strategies, business and operational plans, ensuring they are efficiently delivered and that resources are used appropriately.
- (o) Act as an advocate and ambassador for the National Army Museum and represent the Museum at agreed external events, ensuring that the Museum's work in the promotion of the history of Our Army is promulgated nationally and internationally.
- (p) Work closely with the Head of Research and Academic Access on linked programmes of work.

2. Resource Management

- (a) The post-holder has direct line-management responsibilities of staff as shown.
- (b) Where required, responsible for the motivation, management and training of Museum staff, contractors, volunteers, interns and apprentices, exercising a proper duty of care over them.



- (c) Responsibility for delegated budgets and programmes.

3. Internal Relationships

- (a) The post-holder will need to work closely with all colleagues across the Museum but particularly: Assistant Director (Collections), Learning and Public Programmes Department, Exhibitions Manager, Marketing and Communications Department, Web Team, Enterprise and Strategy Division and the Operations Division.
- (b) 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, DDCMS, MOD, 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'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 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 work 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. Travel to contractor offices may be required.
- (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) Chair Museum committees, teams and working parties, as delegated by the Assistant Director (Collections) 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.

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 £42,456pa inclusive. The post-holder is required to give three months notice in resigning.
8. The appointment will be subject to a 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

June 2018

Signature: Date: