

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Head of Learning and Public Programmes

NAM Post No: 188

Person Specification

Criteria	Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Evidence of experience in a management role, accountable for leading teams to successfully deliver learning and engagement programmes. • Evidence of ability to work in a change environment and to institute new standards, working methods and practices that result in improved efficacy, team work and responsibility. • A successful track record of exploiting new opportunities • Proven experience of leading, developing and managing teams; a mentor, coach and role model. • Evidence of the ability to contribute at both strategic and delivery levels to multiple and concurrent projects. • Evidence of the ability to plan and use resources effectively and efficiently, supported by clear understanding and application of sound financial monitoring and management of operational budgets of up to c.£250K. • Proven experience of the ability to plan, deliver and manage learning programmes; gathering evidence and delivering KPIs. • Evidence of the ability to plan, promote and deliver public programmes to time, quality and cost and according to agreed project scope and targets. • Evidence of the ability to obtain, analyse and use complex data to inform effective decision-making. • Demonstrable experience of successfully applying highly developed oral and written communications to influence key stakeholders, such as Senior Managers, Trustees and funding bodies, working up, down, across and outside the organisation. • A successful track record in accessing new funding opportunities. • Experience of working on exhibitions projects and teams 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p>
<p>Skills and knowledge</p> <ul style="list-style-type: none"> • Knowledge of the British army, military history or related subject. • Excellent creative thinking abilities. • Ability to lead, manage and allocate people and significant budgets to achieve excellence and best value. • Ability to plan, prioritise and work effectively to deadlines. • Ability to make high-quality, timely decisions using the evidence available and achieving buy-in. • Ability to identify long-, medium- and short-term issues, find solutions and deliver them. • A skilful delegator, encouraging ownership and involvement in service delivery and problem resolution; able to listen to multiple viewpoints, resolve issues and make decisions in the context of the wider management, political, social and economic environment. • Demonstrable experience of an understanding of NAM's learning audiences and stakeholders. • Well developed digital skills. • Ability to identify and draw on relevant external expertise in specialist subjects e.g. learning, Early Years, Adult Learning to ensure excellent outputs and outcomes. • An understanding of best practice with regards to health and safety and child safe guarding. • An accomplished networker with proven ability to collaborate successfully with peers and other stakeholders, locally, nationally and internationally. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>

<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent in a related subject. • Teaching qualification or equivalent experience in Museum learning programmes at either primary or secondary level in a relevant subject area. 	E	D
<p>Special aptitudes</p> <ul style="list-style-type: none"> • An interest in and empathy with the National Army Museum and a commitment to its mission. • A commitment to your professional development. 	E E	
<p>Particular circumstances</p> <ul style="list-style-type: none"> • Willingness to work weekends, holiday periods and evenings as and when required. • The post-holder will be expected to assist in the setting up of activities and events, including but not limited to moving chairs, tables, the handling collection, props and supplies. • Full clean driving licence. • Travel to other venues e.g. Collections centre at Stevenage, may be required and may include some overnight stays. 	E E	D D

Justin Maciejewski, Director
National Army Museum

June 2018