

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

### Collections & Programme Division

**Post: Learning Producer**

**Post No's: NAM 117 &199**

### Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
<b>Qualifications</b>	Education to degree level (or equivalent).	E	Certificate
	A recognised teaching qualification.	D	
	Advanced degree in Museum/heritage or related subject.	D	
<b>Previous experience required</b>	Evidence of recent classroom teaching experience and/or experience of teaching in a museum or heritage context.	E	Application and Interview
	Experience of learning resource development and management.	E	
	Evidence of the ability to plan and use resources effectively and efficiently, supported by clear understanding and application of financial monitoring and management.	D	
	Proven experience of the ability to plan, control and produce learning programmes to time, quality and cost and according to agreed project scope.	E	
	Experience of working with colleagues in other departments to leverage museum expertise for learning programmes.	D	
	Experience of developing STEM-related workshops and lessons.	D	

	<p>Experience of using digital technology in workshops. Experience of working with volunteers.</p> <p>Experience of working with freelancers and/or learning contractors.</p> <p>Experience of working with diverse audiences.</p> <p>Experience of delivering Arts Award Projects</p>	<p>D</p> <p>D</p> <p>E</p> <p>D</p>	
<b>Attainments/skills/competencies</b>	<p>A working knowledge of KS1-5 national and devolved curricula, and exam specifications and sector trends, as they pertain to history.</p> <p>A working knowledge of KS1-2 national and devolved curricula and sector trends as they pertain to STEM</p> <p>An ability to communicate ideas in an inspiring manner.</p> <p>Ability to work for periods on own initiative while understanding the importance of liaison and proactive communication with wider department staff.</p> <p>Ability to plan, prioritise and work effectively to deadlines.</p> <p>Ability to identify risks and opportunities.</p> <p>Understanding of long, medium and short-term goals and strategy, both departmental and institutional.</p> <p>Understanding of NAM's KS1-5 formal learning audiences.</p> <p>Experience of working with SEN/SEND groups in Museum/heritage/gallery context</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>	Application and Interview

	The ability to use museum collections assets and handling objects to inspire and educate.	E	
	Experience of evaluating learning programmes.	D	
	A working knowledge of British military history and the Army today.	D	
	A commitment to learning about the British Army and the Museum's collections.	E	
	Experience of delivering community learning and engagement.	E	
	Excellent interpersonal and communication skills.	E	
	Outstanding organisational skills and the ability to and experience of working on multiple concurrent projects.	E	
	Ability to work under pressure.	E	
	A flexible approach to work.	E	
	Experience of database management.	D	
	ICT skills in Microsoft Word and Microsoft Excel.	E	Application and Interview
	Familiarity with MAC OSX and Apple Mail, iCal	D	Application and Interview
<b>Particular circumstances</b>	A current full, clean driver's licence.	D	Interview
	Working with the Handling Collection, particularly weapons, will entail standing and moving around, and lifting weights of up to approx 15 kgs.	E	
	Setup of learning spaces will entail lifting chairs and moving tables on a regular basis.	E	
	Experience of driving Class B vehicles (LWB vans and	D	

	<p>minibuses under 3.5 tonnes) in and around Central London.</p> <p>Travel to other venues e.g. <i>Stevenage store, Regimental and Corps Museum, Army barracks</i> may be required and may include some overnight stays.</p>	E	
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January 2020