

LEARNING AND COMMUNITY ENGAGEMENT OFFICER (Maternity Cover, Full time for 12 months, £18,000-22,000 p/a)

Person Specification

JOB TITLE	Learning and Community Engagement Officer
LOCATION	Petersfield Police Station, St Peters Road, Petersfield, Hampshire, GU32 3H
SALARY	£18,000 - £22,000 per annum
RESPONSIBLE TO	Curator / Manager
HOURS OF WORK	This is a full-time position (37.5 hours/week) to cover maternity leave, and includes working one in two Saturdays (between April – end of November). Additionally, occasional work will be needed outside of normal working hours, including evenings, for which time can be taken off in lieu.
ANNUAL LEAVE	20 days plus bank holidays pro rata
JOB PURPOSE AND OBJECTIVES	The purpose of this role is to continue and extend the established, successful education and outreach programme aimed at schools and community organisations. This includes working on our HLF projects and supporting the Curator in their role when needed.

This is an exciting time for Petersfield Museum as it begins a major expansion programme. We are seeking a Learning and Community Engagement Officer for maternity cover. We would expect the successful candidate to be able to start from **26th June 2017**.

If you wish to discuss the job role (see details below) please contact Katherine West, Curator/Manager of Petersfield Museum, Tel. 01730 262601.

The deadline for applications is 12th May 2017.

Interviews will be held the week beginning 22nd May.

Main Duties and Responsibilities:

- Work with the museum and project team on the Activity Plan for the Heritage Lottery Funded 'Pathways into Petersfield's Past' project.
- Design and manage the schools education programme (including workshops, guided tours, loans boxes, activity sheets and resource packs). This also includes archaeology workshops, as part of our 'People of the Heath' HLF funded project, excavating the Bronze Age barrows on Petersfield Heath.
- Design and run school holiday activities and facilitate the after-school Art Club on a Monday, Wednesday and Thursday with our art teacher.
- Design and manage the adult education and events programme, including facilitating talks and selected events.
- Deliver talks and guided tours about the museum and the history of the area for community groups.
- Design and deliver reminiscence sessions.
- Develop activities and interactive items to accompany the Museum and Gallery displays.
- Assist the Curator in the recruitment and training of volunteers.
- Marketing of museum's activities (including the education and outreach programme) and managing the museum's social media accounts (Twitter, Facebook, Instagram).
- Maximising outreach revenue from loan boxes and room hire and other income streams.
- Represent the Museum on external bodies.
- Manage the Community Gallery (including bookings, installation, sales, invoicing, promotion and facilitating Private Views when needed).
- Responsible for the Museum's safeguarding procedures.
- Assist the Curator in collections care.
- Deputise for the Curator.
- Budget management and general administrative duties.

Job specification

	Essential	Desirable
Qualifications		
Degree Level	√	
Postgraduate qualification in a relevant subject (Museum Studies, PGCE or other education qualification).	√	
Skills & Experience		
Experience of developing and delivering schools learning and audience engagement programmes in a museum or heritage setting.	√	
Excellent interpersonal skills with the ability to communicate clearly at all levels in writing and verbally.	√	
Experience of managing social media sites for a museum or heritage site.		√
Computer-literate	√	
Must be able to work independently and have good organisation and time-management skills.	√	
Experience of working with volunteers and supporting them to undertake delegated tasks.		√
Experience of working on HLF projects.		√
Other		
Work occasionally at weekends or evenings as required.	√	
Personal Factors		
Must be able to drive and have access to a car, and be willing to use the car for museum business.	√	
Genuine interest in and enthusiasm for culture and heritage.	√	
An interest or knowledge of archaeology		√
Flexible and able to work as part of a diverse team of paid staff and volunteers.	√	
Able to plan ahead and manage workload in a fast paced and ever changing environment.	√	
Excellent attention to detail.	√	
Reliable and responsible.	√	
Self-motivated and practical.	√	

Petersfield Museum

Petersfield Museum encompasses the Museum and the Flora Twort Gallery. The Museum tells the history of the town and the surrounding villages through artefacts, documents, photographs and oral history. It is in the Old Courthouse. In addition to its annually changing main display, it also has small temporary exhibition space which changes three times a year. Also in the Old Courthouse is the Community Gallery, where artists, local groups and schools exhibit their work.

The Flora Twort Gallery is in the Police Station at present and has our Bedales Historic Dress collection on annual display, as well as work by the local artist Flora Twort.

We have an education programme for schools and regular adult education events in addition to our work with community groups. We are a committed team of four paid staff members and about 45 volunteers.

Find out more on: <http://www.petersfieldmuseum.co.uk/>

Application process

To apply, please send a CV and a cover letter under the heading 'Learning and Community Engagement Officer' to curator@petersfieldmuseum.co.uk or to Petersfield Museum, The Old Courthouse, St Peter's Road, Petersfield GU32 3HX.