

Job Description and Person Specification

Job Title:	Learning and Community Engagement Officer
Reports to:	Head of Engagement and Operations
Salary:	£18,000 per annum
Contract:	Part-time position, for a fixed term of two years, in the first instance
Hours:	25 hours per week, in a flexible working pattern across a four-day working week, to include one Saturday each month. Some evening hours may be required to fulfil the requirements of the post; overtime is not normally paid, but time off in lieu is offered
Pension:	The Museum and Art Gallery operates the NEST Workplace Pension Scheme
Holidays:	5 weeks per year, plus statutory Bank Holidays
Notice Period:	Two months, after a probationary period of three months. Two weeks during the probationary period
Location:	Petersfield Museum and Art Gallery, St Peter's Road, Petersfield, GU32 3HX
Benefits:	Complimentary tickets for general Museum and Art Gallery admission Complimentary tickets for Museum and Art Gallery temporary exhibitions Discount on tickets for Museum and Art Gallery events and workshops Discount on food and drink in the Coffee Shop, subject to discount policy Discount in the Museum and Art Gallery shop, subject to discount policy Free annual flu vaccination and eyesight test

Job Purpose

The Learning and Community Engagement Officer will deliver high quality educational and community engagement experiences and initiatives for Petersfield Museum and Art Gallery. The organisation has entered an exciting phase, following a £4 million redevelopment and this position will play a key role in providing consistently high levels of educational provision and growing our reputation through innovative and focussed educational and learning initiatives.

The successful candidate will work across a broad range of activities focusing on increasing the scope of our education programme, promoting our wide-ranging community engagement initiatives, supporting the running of our cultural programme of events and will contribute significantly to the success of our overall engagement programme.

We are looking for someone who is highly motivated and enthusiastic to join our small team at a key time, as we move forward with many exciting and bold plans.

Key Responsibilities

1. Programme Delivery and Development

- Lead the delivery and development of Petersfield Museum and Art Gallery's Learning and Community Engagement Programme.
- Transform the current learning offer to reach a broader audience and oversee the delivery of the enhanced programme.
- Create and implement innovative educational initiatives to engage diverse audiences.

2. Stakeholder Engagement

- Develop and manage relationships with teachers, schools, colleges, universities and other stakeholders.
- Understand the needs of educational institutions and other stakeholders to inform the future development of educational initiatives.
- Provide guidance and support to stakeholders to facilitate their engagement with the Museum's programmes.

3. Collaboration and Outreach

- Collaborate with the Head of Engagement and Operations to identify and develop opportunities to engage with new audiences.
- Ensure the Museum's exhibitions, stories and collections are accessible and engaging for all our communities.
- Develop and implement outreach activities to expand the Museum's reach and impact.

4. Programme Management

- Oversee the day-to-day management of the Learning and Community Engagement programme, including taking bookings and resource management.
- Monitor and evaluate the effectiveness of educational initiatives and make improvements as required.
- Prepare reports on programme activities and outcomes for the Head of Engagement and Operations.

5. Resource Development

- Create educational materials and resources tailored to various age groups and learning needs and requirements.
- Develop digital resources and audio-visual aids to support learning initiatives.

- Maintain and enhance existing educational resources, including loan boxes and workshop activity materials.

6. Promotion and Marketing

- Work with the marketing department to promote the Museum's learning and community engagement activities, through various channels.
- Actively promote the Museum to a broader audience, highlighting educational and community engagement opportunities.

7. Feedback and Improvement

- Collect and analyse feedback from participants and stakeholders on the learning and engagement programmes.
- Use feedback to continuously improve and enhance the Museum's educational offering.
- Stay informed about best practices and emerging trends in museum education and community engagement.

8. General Responsibilities

- With the Head of Engagement and Operations, ensure the Safeguarding of Children, Young People and Vulnerable Adults on site and that procedures are up to date and followed by all staff and volunteers.
- Facilitate our well-established and regular Monday morning early years engagement activity, Museum Mischief Makers.
- Develop and facilitate regular monthly weekend family engagement activities, Creative Saturdays.

9. Other Duties

- To act as Duty Manager and/or keyholder for Petersfield Museum and Art Gallery.
- To assist the Head of Engagement and Operations and the wider Management team in arranging and supervising public events, exhibition openings, lectures and talks, activities and private events, ensuring all required resources are available and that operations run in an efficient and welcoming manner.
- To undertake any additional duties as may be reasonably required.
- To undertake relevant and/or necessary training.
- The successful candidate must be happy to undergo an Enhanced DBS check.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder is expected to undertake any other

duties which could reasonably be expected as being within the remit of the position of Learning and Community Engagement Officer and which arises out of changes to legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Skills and Experience

These skills/experiences are highly desirable for the role:

- Previous experience of delivering learning-based activity to educational groups.
- Previous experience in an education based and/or community engagement focused role.
- Experience of delivering high quality learning initiatives and strategies for either heritage, arts or cultural organisations.
- Knowledge of the National Curriculum and familiarity with other statutory education requirements from EYFS to KS5.
- Experience producing resources and/or text for specific learning audiences.
- Able to quickly learn new information and to share this appropriately to learners of all ages and abilities.
- Good working knowledge of child safety, welfare and safeguarding practices.
- Strong interpersonal skills, combined with enthusiasm and energy.
- Excellent communication skills with the ability to communicate with a wide range of people.
- Ability to work to tight deadlines and to manage a busy and varied workload.
- Excellent organisational skills and meticulous attention to detail.
- Able to work on own initiative, as well as part of a small, hard-working team.
- Flexible attitude to helping colleagues and willingness to have a hands-on approach.

These skills/experience would also be beneficial for the role:

- Passionate about museums and the arts and what they can achieve, and engaging visitors as to how wonderful and enjoyable heritage, the arts and history can be.
- Ability to develop and sustain working partnerships with local schools, teachers and community groups.
- Experience of Microsoft Office 365 software.
- Proficiency in using digital tools and social media for educational purposes.
- A full clean UK Driver's Licence.

- Able to regularly carry out light manual handling tasks with support from another person, including moving and carrying objects and equipment.
- An understanding of risk management and carrying out of risk assessments.
- Some experience of managing budgets and finances and implementing charging and booking systems.

If you are interested, please apply by sending your CV with a covering email, outlining your suitability for the position and why you would like to work at Petersfield Museum and Art Gallery to:

Dan McWilliam

Director, Petersfield Museum and Art Gallery – business@petersfieldmuseum.co.uk

Closing date: 5:00pm, Wednesday 25 September 2024.

Interviews: Thursday 10 October 2024 at Petersfield Museum and Art Gallery.

Please let us know within your covering email if you require any adjustments to the interview process.

Please note: We will not bring forward the closing date for applications, nor close recruitment after reaching a particular number of applications received in advance of the closing date. However, timings of key recruitment milestones after the closing date for applications (such as interview dates and/or start dates) are subject to confirmation and may change.

We aim to let all applicants know the outcome of their application as soon as possible after the closing date, however if you have not heard from us within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Petersfield Museum and Art Gallery is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at Petersfield Museum and Art Gallery are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome all candidates who think they have the required skills and can contribute in this key role.

About Petersfield Museum and Art Gallery

Petersfield Museum and Art Gallery is an accredited, independent museum and registered charity. Originally established in 1999, we recently completed an ambitious, £4 million 'Pathways into the Past' Project, which has created a step change in how visitors engage with our spaces and collections, which will be enduring in the long term. The NLHF supported Project has enabled us to fulfil our vision:

Situated at the foot of the South Downs, Petersfield Museum and Art Gallery will be a focal point for the area's unique history and cultural heritage. It will be at the heart of local life and a compelling

attraction for visitors from further afield. Historic buildings and contemporary architecture with welcoming social areas and stimulating learning spaces, wide ranging and engaging collections, temporary art exhibitions and educational and events programmes will inspire visitors of all ages to investigate and explore further our region's many historic and cultural assets.

Having re-opened in June 2021, the project has transformed the Museum's buildings, exhibitions and programmes and has hugely increased the scope of what we are able to offer to visitors. It has created the capacity to ensure that we are successfully integrated into the visitor destination of the South Downs National Park, at the same time as being strongly rooted in the local community, putting Petersfield Museum and Art Gallery on the map for local people and visitors alike.

A rare example of a restored Victorian Justice Heritage site, centred around the town's original Magistrate's Courthouse and Police Station, the Museum's permanent collections include social history archives and artefacts relating to Petersfield and the surrounding area including important bronze and iron age artefacts found on Petersfield Heath, the Flora Twort Art Collection, the Photography Collection including the Don Eades Photographic Archive and the Fashion and Textile Collection, including the Bedales Historic Costume Collection. It also hosts the Tim Wilton-Steer Collection of works by and about the poet Edward Thomas, housed in the Museum's purpose designed Edward Thomas Study Centre.

The Flora Twort Gallery, a new building created within the redevelopment is the Museum and Art Gallery's bespoke and largest temporary exhibition space, where we host exciting and unique new exhibitions. Since re-opening, we have presented acclaimed exhibitions on the Petersfield-based artist Flora Twort (whose main collection belongs to the Museum and Art Gallery), the press photographer Don Eades (who donated his archive in 2016), as well as exhibitions as diverse as *Paula Rego: Literary Inspirations*, *Alison Crowther and Kate Boucher: Traces in the Landscape*, *Catherine Knight: Long Shadows*, *Anita Klein: Modern Icons*, *Nicholas Lees: Abstract Vessels*, and most recently, *Katharine Swailes and Caron Penney: The Language of Weaving*.

Focusing on the Museum's Learning Space in the Courthouse and the central external courtyard, we also present an exciting and diverse programme of events for visitors: from theatre (both indoors and outdoors) to live music concerts and film screenings, as well as museum-wide Toddler-Takeover days and large-scale events, such as our annual Carols in the Courtyard concert. Victorian Heritage Weekend, Family Fun Days as well as regular creative workshops and the biennial Edward Thomas Literary Festival.

We have also hugely increased our educational offering and lifelong engagement programmes to ensure that Petersfield Museum and Art Gallery becomes an invaluable community based cultural hub, accessible and open to everyone.

Petersfield Museum and Art Gallery - Current Exhibitions:

Peggy Guggenheim: Petersfield to Palazzo: 15 June – 5 October

Petersfield Museum and Art Gallery - Forthcoming Exhibitions:

South Downs Open: 22 October – 5 February 2025

For more details on our forthcoming programme of events and to see the latest edition of our What's On Guide, visit our website: www.petersfieldmuseum.co.uk