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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Learning and Outreach Officer (maternity cover)
<b>DBS check</b>	This role requires an enhanced DBS check
<b>Post number</b>	PRN000197
<b>Your team</b>	Culture, Leisure and Environment Services
<b>You would be based</b>	The museum team is based at the Civic Centre in Esher. This role requires regular travel to public venues in the borough including schools, libraries and community centres
<b>Your line manager</b>	Museum Community Engagement Manager

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## About the role

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Elmbridge Museum is a dynamic local authority service which is passionate about increasing opportunities for people to engage in arts, culture and heritage throughout the borough. We run an active programme of events for families, schools and community groups; create innovative temporary exhibitions which tour to a range of community venues; work with volunteers to provide a thriving Local Studies research service; and care for a diverse collection of over 43,000 objects including archaeology, art, coins & medals, costume, geology, natural history, photography, and social history.

The Learning and Outreach Officer is responsible for the development and delivery of the learning programme which is comprised of:

- Schools programme – Elmbridge Museum offers a varied programme for local schools which includes outreach sessions, discovery boxes filled with real and replica objects, teacher's CPD sessions and whole school assemblies.
- Museum Explorers family activities – quarterly workshops designed to bring an aspect of local history to life for children aged 7-11. These sessions encompass a broad range of activities including crafts, games, object handling and walks.
- Community Centre outreach programme – bi-monthly workshops delivered across the Council's community centre venues for a mixed adult audience. These sessions usually include a presentation followed by a craft or object handling activity.
- Ad hoc sessions for other community groups, for example, Brownies, Scouts, mixed adult groups.
- Delivery of activities at special events such as Brooklands Museum open days.

The successful candidate will be passionate about engaging people in local arts, heritage and culture using the vast museum collection of objects and research resources. The post holder will have a degree in a relevant subject, experience of working with children and other audiences, experience of managing staff and volunteers, and a strategic approach to the development of learning resources. They will work within the wider Culture, Leisure & Environment Services department to strengthen the Council's cultural offering, for example alongside the Play Development Officer and Marketing Officer to increase engagement opportunities within the borough. The successful candidate will need to demonstrate excellent organisational skills as well as flexibility and the ability to adapt to different environments given the breadth of the programme and audience needs.

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## The main purpose of the role:

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1. To develop and manage Elmbridge Museum's learning programme.
2. To deliver workshops and activities to a broad range of local audiences including schools, families, community groups and adult learners.

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## Specific duties and responsibilities

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1. Develop, manage and deliver the Elmbridge Museum Schools Membership programme.

2. Develop, manage and deliver a programme of bi-monthly activities for mixed adult groups at the borough's community centres.
3. Develop, manage and deliver the Museum Explorers family activity programme including the provision of events during school holidays, half terms and weekends.
4. Develop and deliver activities at ad hoc special events, for example, Brooklands Museum open days.
5. In partnership with the Play Development Officer, manage a team of casual staff who support with the delivery of family activities including preparation of materials, ticket administration, room set-up and audience engagement.
6. Manage a small team of volunteers who support with the creative and practical development of learning resources, both on-site and remotely.
7. Work with the Collections Officer to develop the interpretation and use of the collection for lifelong learning and participation.
8. Work with the Marketing Officer to promote the Museum's learning programme within the Borough and produce marketing material to promote the outreach learning programme.
9. Build and maintain relationships with partners and stakeholders, for example, Cobham Conservation & Heritage Trust, and represent the Museum on a variety of internal and external groups and bodies, for example, the Learning Liaison Forum.
10. Keep all Museum Learning plans and policies up to date in preparation for Elmbridge Museum's next Accreditation return in 2024.
11. Create content for the Elmbridge Museum website and ensure information on the learning pages is up to date.
12. Collect audience feedback and data to feed into museum evaluation.
13. Provide a high standard of customer care as set out within the Elmbridge Borough Council's Customer Care Policy.

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## What's missing?

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## Your conduct

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We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## Equal opportunities

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## Health and safety

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## Personal and sensitive data

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## Talent development

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin,

religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Job title: Learning and Outreach Officer  
(maternity cover)**

**Post No: PRN000197**

**Team: Culture, Leisure and Environment  
Services**

**Hours: 36 hours per week**

**Salary: Scale 4 £27,028 - £29,390**

**Car Allowance: C3 – Frequent Car User**

Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
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Qualifications and Education			
1	Degree in a relevant subject	E	A
2	Post-graduate qualification in Museum Studies, History, Education or a relevant subject	D	A

Experience			
3	Experience in museum education and/or teaching	E	A / I
4	Experience in the strategic development and delivery of learning activities for a range of audiences	E	A / I

5	Experience in supervising staff and/or volunteers	E	A / I
6	Experience in a range of design software and delivering online interpretive content	D	A / I
7	Experience of managing small budgets	D	A
8	Experience in preparing grant applications	D	A

<b>Knowledge, skills and abilities</b>			
9	Knowledge and understanding of the National Curriculum and lifelong learning issues	E	A / I
10	Ability to work on own initiative and as part of a team	E	A / I
11	Effective organisational skills and the ability to manage workload and meet deadlines	E	A / I
12	Excellent interpersonal, oral and written communication skills	E	A / I
13	Ability to be innovative and creative in the delivery of services and strategies	E	A / I
14	Understanding of audience segmentation and motivations	D	A / I
15	Knowledge of museum marketing practice	D	A / I

<b>Special requirements</b>			
17	Flexible approach to work and the ability to work evening and weekends as required	E	A / I
18	Required to be part of the Museum Emergency Response Team	E	A
19	Full driving license (you do not need your own vehicle as the Council provides electric vehicles for use by staff)	E	A