



Cultural Learning and Participation Officer

Job Description

Salary

£10.42 per hour. 30 hours per week (Monday to Friday). 18-month fixed term contract.

The organisation

The Arbib Education Trust consists of the UK's only Museum Learning academies. The Trust is made up of The Langley Academy, The Langley Heritage Primary and The Langley Academy Primary. Students are actively engaged with museum objects and displays at the academies, as well as museum visits. Further information about the academies can be found at www.arbibeducationtrust.org or on our twitter feed; @MuseumLearning.

Purpose of the job

This is an 18-month apprenticeship role working to complete the Cultural Learning and Participation Officer Apprenticeship Level 3 qualification. The training provider will be National College Creative Industries (NCCI). Together NCCI and the Trust will support you on a learning journey to become a skilled Cultural Learning and Participation Officer. As part of your course, you will have 20% of your time dedicated to off-the-job learning which will include shadowing colleagues, completing coursework and attending NCCI workshops.

In this role you will uncover diverse stories behind our museum collection and use them to engage and empower our audiences. You will research and catalogue our childhood objects collection, exploring their histories and making links to themes including gender, race, disability and faith. With this information you will help develop and deliver new workshops, educational resources, exhibitions, and tours. Our audiences are our school-aged students, parent and toddler groups, elders' groups and those who have Special Educational Needs and Disabilities.

Reporting to

Museum Learning Development Officer

Location

The Langley Academy, The Langley Academy Primary and The Langley Heritage Primary with the potential to support delivery offsite on community group locations.

Liaising with

Executive Principal, Headteachers, senior leaders, teaching and support staff, students, community groups, volunteers, and external agencies.

Main responsibilities

Role Accountabilities	End Results/Outcomes
Researching and cataloguing the collection and consulting with relevant audiences to develop workshop and exhibition ideas, inspired by collection themes.	Objects are searchable and explained on the online database. Relevant, high-quality activities planned.
Apply research, learning from consultation and skills to develop and deliver a range of events and activities with support from the Museum Learning Development Officer.	A high-quality learning and public programme is developed and delivered for a diverse range of audiences.
Consider the needs, interests, and barriers to engagement for audiences.	Workshops, exhibitions, and tours are relevant and inclusive and are grounded in the themes of the collection. All events are well attended.
When ready, independently deliver a range of events and activities.	Confident delivery of events and communicating with students, teachers and the public.
Administration for projects including tracking activity, recording evaluation, raising Purchase Orders and keeping overall Museum Learning folders tidy and up to date.	Activity is clearly recorded enabling the team to collaborate in planning and delivery. Suppliers are paid on time and financial processes are followed.
Resource creation, managing stock levels and buying new materials for sessions, as required.	Sessions are well equipped at all times.
Plan, create audience-relevant text and install exhibition content.	High-quality exhibitions.

Maximize the use of the Trust's handling collection across the three academies and within the local community. Implementing good collections management practice.	Object loans are clearly recorded, and the team are able to track engagement.
Opportunities to participate in professional networks such as the Berkshire, Oxfordshire and Buckinghamshire Learning Interpretation Network and Group for Education in Museums.	Networking and partnership building opportunities within the sector.
Produce activity reports and content for newsletters and social media when required.	Supporting the wider Museum Learning Team to report on and share the work we do.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards to line manager.	Work is carried out in a way that is safe and without risks.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	To work flexibly across a variety of locations. All policies and procedures are complied with.
Commit to self-development and to participate in training and development, including working toward achieving a Level 3 apprenticeship standard during your time at the Trust.	Achievement of Cultural Learning and Participation Officer Apprenticeship Level 3
The Museum Learning Development Officer will support the Cultural Learning and Participation Officer to take on tasks and responsibilities gradually over the course of the apprenticeship.	

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
 - promoting and safeguarding students' wellbeing;
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

What could you get out of it?

An apprentice is a job with training. You will learn as you work, being paid to complete the Cultural Learning and Participation Officer Apprenticeship Level 3 qualification. At the end of the apprenticeship, you will undertake an assessment to demonstrate what you have learnt and how you are able to carry out this role.

You will:

- Develop a range of skills (project management, research, communication, creativity, teamwork, problem solving)
- Be part of a supportive team that recognises your strengths and helps you to grow
- Build experience within museum education
- Get help with future career prospects

Person Specification

Qualifications and Experience	Essential	Desirable
Level 2 English and Maths (GCSE or equivalent)	✓	

Professional Knowledge & Understanding	Essential	Desirable
An interest in museums and education.	✓	
Ability to interact positively with students, staff, volunteers and the general public. This will give you the foundation to be able to work with different audiences at our events and to communicate with the team.	✓	
Ability to prioritise workload. The role will be a mixture of creative development and delivery and administration, both are essential for the smooth running of the department.	✓	
Ability to research themes and develop activity ideas and plans around them.		✓
Committed to learning and gaining knowledge, skills and experience.	✓	

Personal Qualities and Skills	Essential	Desirable
Can enthuse and inspire audiences.		✓
Is creative and enthusiastic.	✓	
Is cooperative and responsible.	✓	
Is reliable and well organised.	✓	
Can maintain confidentiality.	✓	

The Arbib Education Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.