



uncover **your** potential **our**Team

Learning Officer Job Pack

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Job Description

Job Title	Learning Officer
Service	Connected Chelmsford
Grade	6
Responsible to	Curatorial & Learning Manager
Responsible For	Casual Museum Educators

1. Main Purpose of the Job

- 1.1 To implement and coordinate the Museums learning programme, working with the Curatorial & Learning Manager to ensure it provides a first-class offer and deliver learning activities / sessions as required.
- 1.2 Work with the Curatorial & Learning Manager to develop the formal learning offer, in collaboration with the Community Officer and the Activity & Volunteer Officer.

2. Duties and Responsibilities

- 2.1 To assist the Curatorial & Learning Manager in planning, management, and development of educational sessions, and the use of Museum Collections.
- 2.2 Providing administrative support using Microsoft Word/Excel/Office systems, provide a well-managed session diary/booking system and personal liaison with clients. Work with the administration assistant to ensure Casual Museum Educators are scheduled to cover sessions as necessary, to resource the effective delivery of the Learning programme.
- 2.3 To deliver high quality engaging learning activities and sessions that ensure good value and are in accordance with best practice and legislative requirements. These will be varied but will include:
 - Sessions at various locations including Chelmsford Museum and local schools.
 - Sessions at Nursery, Key Stages 1, 2 and 3, but dependant on school interest.
- 2.4 To evaluate completed learning activities and sessions ensuring that lessons learned are captured and are fed back into future learning plans and to ensure that quality of delivery maintains a high standard, also helping to encourage repeated bookings.

- 2.5 To participate in the planning and delivery of a programme of public open days, family learning activities and special events (involving occasional weekend and evening duties).
- 2.6 To maintain resources for learning activities and sessions. Setting up and putting away session equipment, which will involve manual handling.
- 2.7 To assist with customer feedback, consultation and engagement activities/events with prospective visitors, schools, pupils, the public and other users, to gauge participation and satisfaction of services to support increasing footfall and participation in accordance with the Services and Council's customer service aspirations.
- 2.8 To Contribute ideas, skills and knowledge to help develop Council services to improve the environment, quality of life and attraction of the city as a place to live, work and visit.
- 2.9 To be a nominated key holder when leading a learning activity / session. Ensuring the buildings are prepared for learners and secured at the end of the sessions.
- 2.10 Any other duties as specified by the Senior Management team.

3. Work Location

You will normally be based at **Chelmsford Museum**, Chelmsford, but may be required to work from any other location within the city should circumstances make it necessary.

4. General Conditions

- A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.
- B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.
- C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.

- E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.
- F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.
- G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

Person Specification

	ESSENTIAL	DESIRABLE
Education/Qualifications		
University degree or other relevant higher educational qualification	E	-
Postgraduate teaching qualification or relevant experience	E	-
Postgraduate museums qualification	-	D
First Aid certificate (or willingness to undertake training)	E	-
Fire Marshall Trained (or willingness to undertake training)	E	-
Full driving licence and use of own vehicle	E	-
Knowledge		
A good understanding of the National Curriculum	E	-
Appropriate IT skills (Office 365, Microsoft Word, Excel, Powerpoint)	E	-
Knowledge of best practice museum practice (e.g. object handling)	-	D
Experience		
Experience of teaching children (either formally or informally)	E	-
Experience in educational use of museum collections and displays	-	D
Understanding and experience of good customer care in the context of a visitor attraction such as a museum.	E	-
Proven administrative abilities	E	-
Personal Qualities and Attributes		
<i>Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:</i>		
Interest in one or more of the following areas: natural environment, local history, art	E	-

Ability to inspire learning from museum collections and practical, hands-on activities.	E	-
Enthusiasm for museum work	E	-
Responsible, reliable, and flexible attitude to your work	E	-
Ability to relate well to the public, teachers, pupils, other staff and volunteers	E	-
Ability to work on own initiative and unsupervised	E	-
Good organisational skills	E	-
Good verbal and written communication skills	E	-
Good computer literacy	E	-
Circumstances		
Flexibility in working hours when necessary	E	-

Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

Accountability - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

Creativity - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

Learning and Encouraging - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

Collaborative - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

Trust - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

Salary – Grade 6 Scale Point 21 (currently £32,214 per annum) rising to Scale Point 24 (currently £35,022 per annum).

Hours – 37 hours per week

Annual Leave – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 236.8 hours (32 days) and rising to 273.8 hours (37 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

Sickness - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

Pension - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

Notice Period - The period of notice is 1 month.

Probationary Period - The appointment is subject to a six month probationary period.

Criminal Records – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by [clicking here](#).

This role is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales) and appointment is subject to (as per the guidance above) receipt of a satisfactory enhanced check from the Disclosure and Barring Service (DBS).

DBS checks for Chelmsford City Council are processed online through an online system provided by Essex County Council, in accordance with the requirements of the DBS, the DBS Code of Practice and data protection legislation (including the Data Protection Act and General Data Protection Regulation)

For further details please visit <https://dbschecks.essex.gov.uk/>

Safeguarding – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

Equal Opportunities – Chelmsford City Council is an Equal Opportunities Employer.

Benefits

UK Healthcare Cashplan: The Council pays for a healthcare cashplan for all Permanent members of staff who have successfully passed their probationary period.

Professional Fees: The Council will pay the annual subscription to one professional body if this is a requirement of the post.

Employee Assistance Programme: Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

Season Ticket Scheme: Staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. There are some terms and conditions, and the scheme is not open to all staff.

Staff Travel Plan: The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

Bike Loan Scheme: Staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. There are some terms and conditions, and the scheme is not open to all staff.

Staff Discounts: Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.

Subsidised Car Parking: Available for new employees, parking currently offered at Meadows Retail Multi-Storey.