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**Job Description:**

**Formal Learning Programmer**

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| **Reports to** | Head of Learning |
| **Salary scale** | S6 SCP 26 - 28 |
| **Salary** | £23589 - £25167 |
| **Hours** | 37 hours per week |
| **Contract** | Permanent |

**Job Purpose**

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| * To develop and oversee delivery of programmes for formal learning audiences across Derby Museums sites and activities. * To increase engagement and the numbers of children and young people participating in our formal learning programmes. * To work with a wide range of formal learning providers and partner organisations to ensure our programmes are relevant to audiences and support the wider local and national contexts. * To monitor and evaluate formal learning activities and develop and maintain relevant education partnerships and networks, to support the promotion and ongoing development of the formal learning programmes. |

**Reporting**

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| **Reports to:** | Head of Learning |
| **Responsible for:** | Facilitators and volunteers  Occasional supervisory responsibility for secondees and trainees. |

**Specific Responsibilities**

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| 1. Devise and implement engaging, high quality and relevant activities and programmes for formal learning audiences including primary/secondary/SEND schools, FE/HE providers. 2. Ensure that Derby Museums’ formal learning programmes support different learning styles, needs and interests. 3. Ensure that the formal learning programmes relate to the themes of Derby Museums, including STEAM and the Enlightenment, utilise our collections, connect to specific displays and exhibitions, as well as the national curriculum and relevant learning initiatives. 4. Develop resources and materials to support and promote formal learning programmes. 5. Coordinate recruitment and management of external suppliers, facilitators, and volunteers, including all aspects of safeguarding and Health & Safety, following Derby Museums’ policies and guidelines. 6. Co-produce programmes with other formal learning providers, organisations and volunteers, to play a part in raising attainment levels amongst Derby children. 7. Creation and co-ordination of marketing copy for formal learning programmes, working closely with the Marketing Team. 8. Monitor and evaluate the formal learning programmes including, recording and analysing participant data and feedback and consulting with non-users to; inform programme improvement, support audience development and internal and external reporting. 9. Develop and maintain communication and relationships with formal learning audiences via meetings, events, newsletters, social media. 10. Keep up to date with current learning theory and changes in education and learning practice. |

**General Responsibilities**

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| 1. Interact and cooperate with all Trust employees. This will include Managing Individual Performance of assigned staff, volunteers and researchers as appropriate and developing direct reports in line with the Trust’s values and with its Managing Individual Performance scheme. 2. Contribute effectively to the leadership and management of Derby Museums and ensure that the trust is working effectively both internally and with external partners. 3. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities. 4. Make best use of technology in the development and delivery of all organisational functions. 5. Prioritise communication and promotion of Derby Museums, its values and its services, participating in Marketing and PR activity coordinated by the Marketing team. 6. Work at times and occasions appropriate to the needs and leisure times of visitors. 7. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes and undertaking other duties as requested. 8. Be responsible for your own personal & professional development, ensuring compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust’s health, safety and security arrangements plus Financial and Procurement Standing Orders. |

**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

Signature........................................................... Date..................................

Date created / updated August 2021

**Person Specification:**

**Formal Learning Programmer**

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

| **Qualities** | **Essential (E)**  **Desirable (D)** | **Identified by:**  Application (A), Interview (I), Test (T) |
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| **1. Generic skills and experience** | | |
| Experience or knowledge of working with projects that focus on the needs of audiences and encourage participation and dialogue with stakeholders in the community. | E | AI |
| Display high levels of enthusiasm, hardworking, flexibility and commitment. Excellent team player. | E | AI |
| Highly organised, able to prioritise and work to tight deadlines with excellent attention to detail | E | AI |
| A commitment to and enthusiasm for working in co-production with a wide range of people. | E | AI |
| Excellent communication and interpersonal skills, both written and verbal | E | AI |
| Commitment to sharing good practice internally and externally | E | A |
| Ability to think from a commercial point of view and identify/assist in income generation | E | AI |
| Flexibility with regard to working hours will be necessary as there are occasions when the post holder will be required to work some evenings and weekends | E | A |
| A passion for continuous improvement and new ways of working | E | AI |
| **2. Job specific skills and experience** |  |  |
| Knowledge and understanding of the educational environment, including the National Curriculum, proposed changes and other statutory education initiatives | E | AI |
| Knowledge of/experience working with one or more target audiences (e.g Schools, Teachers and Pupils) | E | AI |
| Sensitivity and confidence when working with children and young people in the context of safeguarding | D | A |
| Experience or knowledge of the creative use of museum collections as a valuable resource for primary and secondary school pupils for learning, inspiration and enjoyment | D | AI |
| Experience of monitoring and evaluating projects and programmes against strategic aims and objectives | E | AI |
| Understanding of how activities and interpretive strategies related to museum collections can support different learning styles, needs and interests | D | AI |
| Ability to think creatively and innovatively to develop high quality programmes and resources to support learning | E | AI |
| Experience of developing and delivering programmes and resources for learning for schools (pupils and teachers) and young people (formally or informally). | E | AI |
| Knowledge of developments in digital and on-line learning within the museum and wider cultural sectors | E | AI |
| A strong interest in the mission and aims of Derby Museums, its collections and its potential to connect with diverse audiences through participative practice | E | AI |
| Demonstrates a responsible attitude to available resources and uses them efficiently and effectively. | E | AI |
| An interest in or specialist knowledge of Science, Technology, Engineering, Arts and Maths | E | AI |
| **3. Qualifications** | | |
| Advanced education, or equivalent or evidence of continued professional work based learning with at least two years experience working in learning environment. | D | A |
| **4. Equalities** | | |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | AI |

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| **How is your information used?**  **Derby Museum Employees: -**  We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.  Any information we provide for equality statistics will be anonymised.  **Candidates: -**  Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns.  **Who has access to your information?**  We may share your information with:   * Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues. * External organisation’s such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.   For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or [StrategicHR@derby.gov.uk](mailto:StrategicHR@derby.gov.uk) |