

Job Title:	Education Manager
Reports To:	Chief Executive
Salary :	£28,000 - £30,000 dependent on experience
Start Date :	As soon as possible
Contract Type :	Full-time, Permanent
Hours:	37.5 hours to be worked across Monday to Friday Some evening, weekend & bank holidays may be required
Based at :	Museum at 9 Church Street in Aylesbury (occasional attendance required at Museum Resource Centre, Halton)

Discover Bucks Museum in Aylesbury (formerly known as Bucks County Museum) is seeking an exceptional individual with experience of managing, developing and delivering formal and informal education programmes in a museum setting. Managing a small, specialist team, you will play a key role in shaping all of the museum's educational offers; increasing the value and number of school visitors, engaging with new and existing audiences over school holiday periods, and ensuring that our visitor programme remains relevant and family-friendly.

The role is responsible for ensuring that all Safeguarding and compliances are developed, adhered to and proactively managed across the museum sites and acts as the Designated Safeguarding Lead across the museum sites. The position is also part of the Senior Management Team and requires working with Managers of other departments to ensure the smooth-running of museum services.

This post would suit an individual that has an excellent working knowledge of the National Curriculum and learning expectations of schools. With experience of either teaching in schools or education in museums, the Education Manager will be aware of key changes in education and be able to ensure that our formal education programmes fit new criteria. Creativity, an ability to prioritise workloads and flexibility to adapt is also key to this role, as is the desire to make our education programme widely known for its quality and impact.

Job Description

- Lead and deliver excellence in learning and engagement programmes linked with Museum collections and galleries for a variety of audiences including schools and families
- Review, audit and develop our range of formal learning programmes to ensure that they fit the National Curriculum and change/adapt where required
- Develop an educational outreach programme and train the relevant teams to assist in its delivery.
- Lead on child protection and safeguarding policies and implementation for the organisation and act as the Designated Safeguarding Lead

- Aid in the creation of a learning and engagement strategy based on museum collections and the transformational new gallery content that will help to shape the organisation over the next few years
- Lead, shape and develop the learning team and work closely with other key colleagues to ensure the highest standards of delivery
- Managing, recruiting and developing learning and events teams of paid staff and volunteers as necessary to deliver programmes
- Increase footfall and income generation across the museum's educational offerings
- Manage, review and develop the current well- established schools programme including taking school bookings, ordering resourcing and organising team delivery
- Increase learning and engagement audience numbers and income to agreed targets annually
- Work with the Marketing Officer to promote learning and engagement programmes and attract new and diverse audiences
- Evaluate and review the education programmes and relay relevant information by ways of reporting to the SMT and other staff
- Creation and delivery of informal learning and events for family audiences, particularly during school holiday periods
- Lead or assist in grant funding applications and the delivery of funded projects where relevant and manage departmental budgets
- Be a site key-holder and occasionally respond to alarm call-outs as part of a rota
- Perform tasks requested by the CEO/Trust, as reasonably requested

Person Specification

- Significant experience of leadership in learning /engagement development and delivery, preferably with experience in a heritage context
- Excellent leadership and managerial skills with experience of managing small teams successfully through transformational change
- Knowledge of National Curriculum programmes and what schools need/expect from museum visits
- Ability to think strategically and demonstrate a hands on management approach
- Positive and outgoing personality with high levels of initiative, enthusiasm and drive
- Creativity which can be used commercially, to attract increased footfall and promote a sense of 'value for money' amongst our visitors
- Project management skills including excellent organisational, admin, analysis and budgeting skills
- Excellent interpersonal and verbal / written communication skills
- Good IT skills, experience of MS Office usage and use of Social Media
- Excellent team player with the ability to work alone as needed
- Desire to work in an inclusive and diverse team; taking pride in one's own work and achievements of the team as a whole

Deadline for applications: Friday 25th August at 5pm

Applications:

Please send a cover letter and CV outlining your skills, how you fit the person specification and why you feel you are suitable for the role, to Sam Mason (Chief Executive):

SMason@discoverbucksmuseum.org

Please email if you would like to arrange an informal discussion about the role.