

Job Title: Learning and Engagement Officer

Reports to: Museum Director

Salary: £28,300 – £31,000 (Pro-Rata)

Hours: 30 – 35 per week (to be agreed), annualised hours contract. This post requires some weekend, school holiday and bank holiday working.

Purpose:

To help deliver the museum's learning and audience engagement programme. Planning, co-ordinating and delivering events and activities that meet the objectives of the Museum's Business Plan.

To work with museum staff and volunteers to devise, develop and deliver events and activities for a range of audiences, both formal and informal, including the museum's famous fossil walk programme and school visits.

Main Duties:**Develop and Deliver Formal and Informal Learning Opportunities:**

- To manage and deliver the museum's school and education programme, organising and delivering school and group visits, responding to enquiries and managing the school and group booking calendar.
- To devise and deliver new activities, events, and outreach opportunities that respond to national initiatives and the museum's audience development plan.
- Produce content for formal and informal learning packs including session plans, self-guided materials, teaching resources, family packs, and museum quizzes utilising digital technology where appropriate.
- Develop, deliver and co-ordinate activities and events for specialist groups, such as the U3A, home education groups, youth and early years groups and outreach projects.

Guided Walks and Fossil Hunts

- To lead guided walks and fossil hunts as part of the museum's events programme, including public and private group walks and enhance the museum's reputation as the leading provider of fossil walks on the Jurassic Coast.
- To assist with the planning and co-ordination of the museum's fossil walk programme, planning walks, supervising freelance guides, museum assistants and volunteers.
- To maintain, update and ensure compliance with the Museum's fossil walk risk assessments, procedures and policies, the West Dorset Fossil Collecting Code, and Museums Association Code of Ethics.

Museum Events, Exhibitions and Activities

- To assist with the co-ordination and delivery of the museum's event and activity programmes, including supervising freelance artists, speakers, and practitioners.

- To assist with the planning, co-ordination and delivery of the Lyme Regis Fossil Festival. Including developing the programme, liaising with contractors and suppliers and supervising the set up and delivery of the event.
- Assisting with developing, devising, and setting up new exhibitions and displays.
- Devise and develop new museum content, products and services that can be offered online and in digital formats in line with the museum's audience development plan.

Volunteer Co-ordination and Engagement

- To co-ordinate and manage the museum's volunteer programme including the recruitment training and support of new volunteers.
- To supervise and co-ordinate volunteer activities, projects and placements.
- To organise volunteer social events such as regular coffee mornings, group visits, and annual events such as the Museum Cream Tea and Christmas lunch.
- Recruit and organise volunteers for specific museum events and activities such as the Fossil Festival, Halloween, School visits and Fossil Polishing.

General

To represent the museum and liaise with external partners and organisations.

To adhere to all Lyme Regis Museum policies and procedures and to stay up to date with industry policies and strategies.

Attend relevant training and meetings as directed by the Museum Director.

Any other duties as required or assigned which are reasonably within the scope and level of responsibility as specified in this job description.

Person Specification

Essential Criteria	Desirable Criteria
Qualifications:	
Bsc in Science, Earth Sciences, Geology or similar relevant degree such as Biology or Geography.	Postgraduate degree or qualification in palaeontology, geology. MA or post-graduate qualification in Museum studies or equivalent. AMA.
PGCE or equivalent teaching experience.	First Aid Certificate
Work Experience:	
At least 1 year of experience of delivering workshops, talks and education activities, for students, children and adults.	Experience of leading walks and delivering outdoor learning. Devising learning sessions and developing resources.
Experience of working in museum, heritage, conservation, education or outdoor learning setting.	Experience of developing and delivering on-line learning packages and resources.
Able to find, collect, and identify fossils in the field.	
Supervision and co-ordination of freelance staff, contractors and volunteers.	
Knowledge:	
Enthusiasm and knowledge of fossils, geology and Mary Anning.	Knowledge of Lyme's history and people.
	Knowledge and understanding of the history and geology of the Jurassic Coast and West Dorset.

Personal Qualities:

- Excellent interpersonal skills
- Empathetic and able to adapt to audience.
- Team player
- Integrity and honesty
- Organised and able to juggle multiple demands and meet deadlines.

Other:

Full driving license