

PERSON SPECIFICATION

Post Title: Schools Learning Officer		
Location: Stirling Smith Art Gallery and Museum	Type of Contract: Fixed Term (18 Months)	
Reports to: Director	Salary: £26,000 pro rata	Hours: 21

Knowledge	Essential or desirable	Evidence assessed by
A relevant qualification in education or heritage learning	Desirable	Application/certificate
Knowledge of the potential of museums collections as a resource for learning for Early years, Primary and Secondary schools (pupils and teachers)	Essential	Application
Knowledge and understanding of the wider schools' educational environment, in particular the Curriculum for Excellence	Essential	Application
Knowledge of developments in and potential of digital and on-line learning within the museum and wider cultural sectors	Desirable	Application
Understanding of how public programmes and interpretive strategies for museum collections can support different learning styles	Desirable	Application

Skills	Essential or desirable	Evidence assessed by
Project management skills, including staff, budgets and resources and the ability to enable and document school visits	Essential	Application
Organisational, administrative skills with the ability to prioritise work-load to meet changing demands	Essential	
Creative thinking to develop new programmes and resources	Essential	Application
Ability to work effectively as a member of a small team	Essential	Application
ICT skills in Microsoft Word, Excel, Outlook and Word Press with the ability to update museum website and manage a booking system	Desirable	Application
Ability to manage others	Desirable	Application
Current driving Licence	Desirable	Licence

Experience	Essential or desirable	Evidence assessed by
Experience of delivering programmes and activities in a museum/gallery or learning environment	Essential	Application
Development of programmes and resources for pupils, teachers and young people (as formal and informal learners)	Essential	Application
Experience of monitoring and evaluating projects and programmes against strategic aims and objectives	Desirable	Application
Development of programmes and resources for learning for other audiences, including families and adult learner	Desirable	Application
Experience of managing freelance staff in the delivery of programmes	Desirable	Application
Good customer service skills	Essential	Application

The Purpose of Post, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the scope of the job or their general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) and a Cover Letter to jobs@thesmith.scot

We know there's a wealth of talent among people who have a disability and we encourage applications from people with all differing abilities. So, if you need any support completing an application form, or any other format for the Job Description and Person Spec, please contact admin@thesmith.scot

We are committed to safeguarding and promoting the welfare of vulnerable adults and children and young people and expect all staff and volunteers to share this commitment. The Trust required the post holder to become a member of the Protection of Vulnerable Groups (PVG) scheme, which replaces the 'Enhanced Disclosure' check and is administered by Disclosure Scotland.