

JOB DESCRIPTION

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
Purpose of Post: <ul style="list-style-type: none">▪ To develop and deliver exciting, engaging and innovative learning programmes for schools at The Smith Art Gallery and Museum		
Key Responsibilities: <ul style="list-style-type: none">▪ Develop and deliver exciting and innovative learning programmes, activities and resources for early years, Primary and Secondary Schools and teachers▪ Develop links with schools, and teacher training institutions and other learning organisations to develop partnership projects▪ Manage freelance staff and/or volunteers in the development and delivery of learning programmes and events▪ Liaise with other staff members to ensure programmes and events are developed and marketed effectively to target audiences▪ Contribute to the development of appropriate online and digital content as part of Digital Media strategies▪ To be committed to good health and safety and access practice and ensure familiarity with relevant museum policies, procedures and guidelines.▪ Meet and seek to exceed quantitative and qualitative measures for participation, and to monitor and evaluate programmes and events		

Expected Outcomes:

- An exciting and engaging schools programme linked to the Curriculum for Excellence
- Production and delivery of the schools' programme, working closely with exhibitions and collections colleagues
- Increased numbers of schools participating in learning programmes in accordance with Key Performance Indicators and identified targets
- Develop content for digital and web-based programmes and resources.

Facts and Figures:

Budget management: limited to budget allocated for school's programme.

Staff Managed: Facilitators, volunteers

Other: External freelancers, specialist suppliers

Communication and Contact:**Internal:**

- Exhibition, Collections, Front of House colleagues, and Admin colleagues

External:

- Stirling Council staff across a wide range of departments, including Libraries, Learning, Marketing & Economic Development
- Visitors and potential visitors including representatives of target audiences through consultation and evaluation
- Freelancers involved in the delivery of learning programmes
- Representatives of learning organisations including Education Scotland, Scottish Qualifications Authority, teacher training institutions

Other Requirements e.g. Multi-site Working, On Call, etc:

- The post will be based at The Stirling Smith Art Gallery and Museum
- The postholder will be required to travel occasionally to surrounding areas.