

<b>Role:</b> Learning Officer	<b>Region / Department:</b> South and West
<b>Reports to:</b> Learning Manager	<b>Pay Band:</b> Grade 2 Upper £25,483 to £26,907 pro-rata, per annum.
<b>Location:</b> Robert Burns Birthplace Museum, Murdoch's Loan, Alloway, South Ayrshire, KA7 4PQ	<b>Type of Contract: (e.g.: Permanent / Fixed Term, Full time / Part-time):</b> Permanent / Part-time - 30 hours per week
<b>COST CENTRE (e.g.: 3CUZ):</b> 3BRN	<b>ACTIVITY CODE (e.g.: VSZ):</b>  EDZ.

### **JOB PURPOSE**

To assist the Learning Manager in delivering a range of learning-based programming, including schools' workshops, guided tours, events, family activities, educational projects. This role also includes certain front-of-house duties such as admissions, retail and café work.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- To deliver the learning and engagement provision at the property to a set of agreed standards, as well as assisting in developing new and existing learning programmes across ages and ability-levels.
- To help develop and maintain the learning programmes and events at the property.
- To proactively develop a knowledge of Burns and provide specialised tours and talks to the general public and visiting groups.
- To ensure that the learning programmes on offer are relevant to potential users and are evaluated for further development in order to ensure uptake.
- To help develop and maintain RBBMs social media presence.
- To work closely with volunteers at the property and assist with their management.
- To support the Learning Manager in ensuring the best presentation of the property and the safe and efficient provision of quality learning experiences.
- To ensure Safe Systems of Work are implemented effectively within all activities undertaken and with external contractors.
- To supervise future internships or any learning assistant roles.

### **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

#### **Qualifications**

##### Desirable

- Educated to degree level in a related field including but not limited to history, literature, arts, education, language, music, drama, tourism or possessing similar experience.

#### **Experience**

##### Essential

- Experience of working within a museum, education or cultural setting.

- Excellent organisation skills, creative thinking and attention to detail.
- An awareness of the Scottish education system and current curricular thinking.
- Excellent communication and interpersonal skills (especially with regard to addressing groups)
- Ability to work directly and effectively with learners of all ages, abilities and interests.
- Competent user of Microsoft Office products and social media sites including, Facebook, Twitter and Instagram.
- Ability to work effectively independently and as part of a team.
- A flexible attitude and willingness to work evenings and weekends if required.
- A demonstrable interest in the heritage sector.

#### Desirable

- Project management skills.
- Experience in development and delivery of learning programmes, events and resources for all ages.
- Understanding of varied approaches to learning.
- Cash reconciliation duties including start and end of day tasks; experience handling cash accurately and processing sales would be an advantage.

### **DIMENSIONS AND SCOPE OF JOB**

#### Scale

- This post will be based at the Robert Burns Birthplace Museum, but may occasionally require visits to the Bachelors Club, Tarbolton and Souter Johnnie's Cottage, Kirkoswald.

#### People Management

- No line management responsibility but will work closely with staff members and volunteers at RBBM.
- Supervise future internships or any learning assistant roles.
- Support Learning Manager in management of Volunteers.
- Will work with a wide range of external stakeholders including teachers, facilitators and partner organisations.

#### Finance Management

- Not a budget-holder but will be expected to take responsibility for the careful and effective management of materials, equipment and resources.

**The Purpose, Context, 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 broad scope of the job or his/her general abilities.**

### **Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 11th August 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"