



## Education Team Lead Job Description



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## Organisation Details

### **Mission Statement**

Kilmartin Museum inspires and educates people by interpreting, explaining and conserving the internationally important archaeological landscape, artefacts and natural heritage of Kilmartin Glen.

Kilmartin Museum is a fully Accredited Museum run by Kilmartin Museum Company Ltd (KMCL), a charitable company limited by guarantee (SC502086), and is a registered Scottish Charity (SC022744). Kilmartin House Trading Company Limited (KHTCL) is its wholly owned trading subsidiary. The Prehistory Collection is 'Recognised' as being of National Significant Status.

The Museum, located in Mid Argyll, Scotland recently completed an ambitious c.£8m Redevelopment Project involving a capital build and activity. The Museum now has a new permanent exhibition gallery, special exhibitions spaces, a bespoke Learning Centre and a fit for purpose Collections store housing around 45,000 artefacts. The project was multi-agency funded and includes major grants from National Heritage Lottery Fund, Scottish Government, Argyll and Bute Council, Nature Scot, Historic Environment Scotland, European funds, as well as numerous trusts, foundations and private individuals.

The Museum reopened in September 2023 to great acclaim.

The Education, Learning and Volunteering Service is an integral and highly valued area of Kilmartin Museum's work and vital means by which the Mission Statement is fulfilled.

### **Role**

The Education Team Lead will manage staff, volunteers and work with the Museum curatorial staff and others to plan and deliver Kilmartin Museum's successful Education, Learning and Volunteering Service and Special Exhibitions programme. Working with the Senior Management Team, they will set the ongoing strategic direction for their areas of responsibility ensuring this fulfils the Mission Statement and takes into account all service users. Fundraising for projects is also part of this role.

The postholder reports to the Museum Director and line manages the Education and Volunteer Officer.

The postholder will be expected to take part occasionally in the on-call alarm rota.

### **Place of work**

The post is based in Kilmartin Museum and at multiple locations in Argyll (including outdoors) depending on programme and need. There is a requirement for some weekend and evening work.

## Salary and Benefits

The post is part funded by Historic Environment Scotland through a Service Level Agreement and other project funding.

**Salary:** c.£30,000 per annum, dependent on experience

**Hours:** Full-time, 37.5 hours per week

**Contract Type:** This is a permanent contract subject to successful completion of a 6-month probationary period.

**Annual Leave Entitlement:** 30 days per annum (including bank and statutory holidays). Additional annual leave allowances for long service apply.

## Remit

The geographical and subject focus for the post:

- Archaeology Collections of Kilmartin Museum
- Archaeological sites and monuments of Mid Argyll with a special focus on Kilmartin Glen

Additionally, as project funding allows:

- Natural Heritage of Mid Argyll with a special focus on the Mòine Mhór, Taynish and Glasdrum National Nature Reserves
- Archaeological sites and monuments on land owned by Forest & Land Scotland.

## Tasks

Planning, management, delivery and development of the Education and Volunteering Service:

- Line managing the Kilmartin Museum Education and Volunteering Team
- Fundraising for education and learning projects and managing their delivery  
Contributing to the planning and delivery of the Museum's overall Forward Plan including activities for school age children, adult learners and volunteers to increase impact and develop new audiences
- Continue to raise the profile of the Museum nationally and amongst the local community
- Represent Kilmartin Museum at regional and national professional bodies devoted to lifelong learning
- Responsibility for the PVG scheme.

Special Exhibitions Galleries:

- Planning a programme for the use of the special exhibitions galleries going forward, including implementing the results of community consultation, and working with artists, the in-house curator and other staff and key stakeholders
- Managing the delivery of the programme
- Project fundraising for special exhibitions as necessary.

Evaluation & Consultation:

- Undertake user consultation with teachers, volunteers and community groups to establish their needs to ensure that all activities are developed for, and driven by, users
- Evaluation and reporting of performance, content and delivery of activities, with regard to educational benefits, value for money and number of users.

#### Volunteers:

- Oversee the management of existing walking guide volunteers
- Oversee the management of recruiting and training new volunteers as appropriate
- Planning, developing, promoting, delivering and evaluating volunteer opportunities.

#### Compliance, Reporting & Administration:

- Reporting on activities to Museum Director, Trustees and funding partners as necessary
- Comply with Health and Safety legislation and produce risk assessments for all activities
- Comply with the Museum's Equal Opportunities Policy
- General administrative tasks, including bookings, filing system, etc.

## Person Specification

### Essential Requirements

- Demonstrable experience of line management
- Demonstrable experience of project budget management
- Demonstrable experience of strategic forward planning
- Demonstrable passion for archaeology and/or natural history
- Proven ability to work with volunteers and young people
- Excellent and enthusiastic verbal and written communication skills
- Self-disciplined with ability to work under pressure and use initiative
- Excellent networker, willing and able to build relationships and work with partners
- Ability to work both independently and as a team member
- Ability to deal with confidential matters discreetly and reliably
- Current and valid driving license.

### Desirable Requirements

- Experience of grant fundraising is highly desirable
- Experience of running a special exhibitions programme
- Educated to Degree level or equivalent in a relevant subject area
- Experience of working with Museum Collections
- Experience of working with archaeology and/or natural history out-of-doors
- Teaching qualification
- Proven ability to work with communities and volunteers
- Working knowledge of the National Curriculum
- Experience in working to maximise use of available resources
- Experience of working in Museums in rural areas with small stakeholder communities
- Working knowledge of Argyll's archaeology and natural history
- Experience of working with adults or young people with additional learning needs.

**This post is subject to a Criminal Records Bureau Check and a Disclosure Scotland (PVG) check.**