

Job description and person specification

Feb 2024

Job title:	Learning Coordinator
Location:	Charlton House, (on site), across the wider estate and educational and community institutions in and around the borough of Greenwich
Contract:	Permanent
Hours:	0.4 hours 14 hours to be worked flexible when required over 7 days as agreed with manager as per needs of the Charity).
Salary:	£29,000 pro rata
Reports to:	Director of Conservation, Estates and Projects.
Direct reports:	Volunteers.
Criminal Records Check:	Advanced

The Organisation

Royal Greenwich Heritage Trust (Greenwich Heritage) was formed in May 2014 to manage and conserve the historic buildings and heritage assets in the Royal Borough of Greenwich. These include Charlton House & Gardens, the Museum and Archive Collections of the borough, Tudor Barn, Eltham, and various memorials across the Borough. Our purpose is to help people discover and enjoy the history and heritage of the Royal Borough of Greenwich and surrounding area; to conserve the heritage assets in the Trust's care and ensure that these assets are shared with as many people as possible. Our regular activities include venue hire, public events, exhibitions, learning and participation and public access to Charlton House & Gardens.

Main Job Purpose

You will be responsible for the development, resourcing, promotion, planning, coordinating and delivery of a wide range of heritage related cross curricular learning, both formal and informal learning, plus an outreach programme such as school assemblies and our school loan box programme.

Key Activities

We try to make our job descriptions as straightforward and accessible as possible. They're not intended to set out every duty in detail, but to explain the key responsibilities so that you understand the nature of the job. How you go about doing it will be discussed and agreed between you and your manager on an ongoing basis.

Day to Day

1. Develop and deliver educational sessions for schools, educational institutions and families, both formal and informal sessions which may include workshops, assemblies, tours, talks and activities through the creative use of our settings and objects.
2. Work with our Museum Collection Manager and Archivist to use objects and stories from the collection to enhance our learning offer.
3. Carry out day to day administrative processes such as dealing with educational bookings and enquiries working with the Bookings Coordinator, Operations Manager and Finance Manager.
4. Ensure onsite, outreach and online programs for schools and families run smoothly.
5. Development of loan boxes, including researching, purchasing and creating content.
6. Ensure a range of resources and materials are considered, procured, available and utilized for all events and learning programs.

H&S

7. Undertake risk assessments related to own area of work and ensuring all health and safety documentation if necessary is in place and disseminated where necessary.
8. Promoting and safeguarding the welfare of children and young and vulnerable people, including being responsible for child protection policies and procedures across the organisation.

Promotion

9. Working with Marketing to develop effective publicity and promotion for learning provision using appropriate media and platforms.
10. Contribute to the creation of online content and ensuring things are kept up to date.

Volunteers

11. Recruit and train volunteers to support the education, learning and outreach programme.

Finance

12. Work within the set education budget ensuring planning and forecasting is undertaken, working with the Director.

13. Follow all financial procedures, including responsibility for taking payments if necessary, ensure booking forms are sent to the Finance Manager and expenses put on Turbine.

Audience Engagement

14. Engage with local schools, educational institutions, organisations and individuals to promote and network.
15. Analyze audience evaluation to ensure feedback is considered for future events and activities.
16. Participate in relevant project groups, as required such as exhibition planning to ensure a learning voice is consistent in the works we do.

Reporting

17. Keep statistics on audience participation for example numbers of school visit.
18. Provide reports as required by the management team and/or Board.

Fundraising

19. Supporting fundraising activity of the trust, including contributing to grant applications, particularly in relation to education programming.

General

In addition to the specific duties above, all RGHT employees should be aware of their responsibilities towards the following:

1. To work as part of a team and contribute to the overall aims and objectives of the Trust.
2. To champion and promote the values and behaviours set out in the Competency Framework and act as an ambassador for the Trust.
3. Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role and to improve performance against the Competency Framework.
4. To work flexibly in response to changing organisational needs and be willing to undertake any other duty in line with the level of the job as may be required the Trust.
5. To operate in accordance with RGHT's values, policies and procedures, including but not limited to, Health and Safety, Data Protection, Equality and Diversity and Child Protection.

This is a description of the job as it is presently constituted. It is the practice of RGHT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect the organisation's needs. This will be conducted in consultation with you. It is RGHT's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Dated: February 2024

Person Specification

Criteria	Essential or Desirable
EXPERIENCE	
Demonstrable experience in a relevant environment such as delivering heritage educational programmes and interpretation.	Essential
Qualification in history or equivalent experience in a heritage setting.	Essential
A range of teaching experience, with particular emphasis on KS1 and KS2 or significant experience of planning and delivery of heritage learning.	Essential
Experience working with museum objects and archives, confident handling items and using items to engage.	Essential
SKILLS/KNOWLEDGE	
An up-to-date knowledge of the National Curriculum and the ability to apply this to a range of taught workshops and activities.	Essential
Ability to line-manage volunteers.	Essential
The ability to interact with pupils, teachers, stakeholders, partners the public and colleagues in a helpful friendly way.	Essential
Comfortable wearing historic costumes and engaging with people	Essential
OTHER	Essential
Good IT skills – confident with all Microsoft Office applications.	Essential
Ability to work successfully as part of a team and on own initiative.	Essential
Ability to prioritise own workload to meet deadlines.	Essential
Willingness and ability to work flexibly in response to changing organisational requirements, events, and activities.	Essential
Willingness and ability to work outside normal office hours and to be a point of contact.	Essential
First Aid at Work qualification. Fire Marshal qualification.	Desirable
Interest in the heritage sector, history, architecture and/or museums.	Essential