



## Post Title: Learning Programmes Officer

Grade: F

### Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

#### Nottingham City Council Museums and Galleries – *a world of wonder on our doorstep ...*

- To support the sustainability of the Service through development, administration & delivery of a high quality and dynamic programme and educational resource of learning and participation which maximises the heritage sites, museum buildings and collections as a learning resource for all which reflects the diversity of the collections and local communities.
- To work with other museum staff, NCC Departments, and external partners to identify learning priorities and develop partnerships in order to develop and deliver relevant programmes and projects that address educational and visitor needs.
- To develop, administer and deliver the cross-site learning programme for schools, colleges, universities, formal and informal groups.

### Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

### Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.



2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. To plan, organise, co-ordinate and develop a cross-curricular education programme and learning resources across all sites, for all including Pre-School, Primary, Secondary Schools, Colleges and Universities which reflect the needs of lifelong learning, pupils, teachers and the requirements of the National Curriculum.
4. To deliver the booking systems, keep effective administration and documentary records of the success and take-up of all learning programmes, loans resources and sessions, to monitor and evaluate them, analysing and acting upon the results
5. To communicate, synchronise, engage and co-ordinate the work of staff, freelancers and artists to deliver the learning programme, providing administration, training and support for them as appropriate, liaising with site teams to ensure a smooth programme.
6. To build fruitful partnerships between the museum service and other stakeholders such as, teachers, FE, HE, groups, national museums and other organisations and involve them in the development, design and delivery of mutually relevant learning programmes and foster ongoing support.
7. To market and promote the learning programme through articles, conference workshops/ presentations, regular mailings, newsletters, websites, social media, relevant networks and other communication methods as appropriate.
8. To support museum service-wide developments and projects, particularly regarding the engagement of school, college and university audiences, ensuring that the programmes created are self-sustaining and maximise additional programme funding through sponsorship, grants, trusts and foundations.
9. To support the Audience Engagement Officer in developing the Museum Service's strategy, policy and practical operation for school/college/university engagement with heritage sites, museum buildings and collections through managing resource, research and keeping up to date with current trends. To effectively manage given budgets adhering to audit, administration and financial procedures and to maximise income through bookings as well as fundraising through grants and sponsorship.
10. To manage, develop and create interpretative resource and collection material for themed programmes including liaising with internal teams concerning development projects
11. To ensure that all Health & Safety regulations are adhered to including safe system of work, risk assessments and first aid for all pre-visits, learning programmes, loan resources and handling sessions
12. To participate in Service and corporate initiatives as required, including site management duty rotas and participate in safety protocols, including alarm call-out and business continuity action at specified sites, as directed by the Chief Operating Officer.

- 13.** To assist with new starters, freelance, contracted staff and consultants, fixed term project staff, Volunteers, Students, School Placements and contractors, as required.

**Numbers and grades of any staff supervised by the post holder:**

**None**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by            Ron Inglis - Chief Operating Officer [Museums]**

**June 2023**



## Job title: Learning Programmes Officer

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
<b>Individual Leadership</b>	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
<b>Change and Innovation</b>	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
<b>Collaboration</b>	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
<b>Equality, Diversity, and Inclusion</b>	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
<b>Technical Skills and Knowledge</b>	Self-sufficient administrator with excellent organisational skills and experience of working on own initiative with minimum supervision.	✓	✓	
	Experience of monitoring, evaluating and writing project reports for a range of purposes and audiences			
	A good working knowledge of IT including Word, Excel, Powerpoint, the internet, email and digital imaging. i.e. able to produce presentations, letters, education resources, reports and spreadsheets	✓	✓	
	A minimum of two years' experience of museum or gallery education or similar education environment.	✓	✓	
	Experience of working creatively with museum collections to deliver National Curriculum objectives.	✓	✓	
	Experience of managing projects effectively within budget and within financial regulations	✓	✓	
	Experience of successful fundraising through grants, sponsorship or other means	✓	✓	
	Clear spoken and written communication, including excellent presentation skills	✓	✓	

**\*This template is to be used for grades NCC-A1 up to NCC-H2 inclusively**



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	Knowledge and understanding of current formal learning, widening participation, audience development and schools engagement agendas within the museum and gallery sector.	✓	✓	
	Ability to work creatively and imaginatively across a range of different sites, subjects and wide-ranging collections and exhibitions.	✓	✓	
	Experience of co-ordinating, motivating and empowering others.	✓	✓	
	Experience of working collaboratively within a team and in partnership with other agencies in the community to deliver shared objectives	✓		
	A high standard of written and oral communication skills			
	Able to work flexibly across all museum sites and outside office hours as required (including evening, weekend and some bank holidays).			
	Willingness to comply with the City Council's non-smoking policy.			
<b>Qualification requirement</b>	Qualified to degree level with additional museum related training demonstrated through continual professional development.	✓	✓	✓
<b>A - Application</b>	<b>AC – Assessment Centre</b>	<b>D – Documentary</b>		

**Post reference number: LCSCHPRGOF01**

**JEID Number: JE000001073**