

Job Description Heritage Learning Officer

Service:	Cultural Services	Team:	Heritage Learning Lancashire
Location:	Museums HQ, Preston and various locations across the County.		
Salary range:		Grade:	6
Reports to:	Heritage Learning Manager	Staff responsible for:	1

Job Purpose

Support Heritage Learning Lancashire in developing, creating, training and delivery of inclusive and stimulating learning programmes that encourage historical enquiry, creativity, and critical thinking. Our programmes help explain, engage and explore local and national history/heritage coupled with much wider cross curricular themes and learning agendas.

Accountabilities/Responsibilities

- Responsible for the development, resourcing, promotion, planning, organising, and coordinating of a wide range of heritage-related and cross curricular learning plus a range of outreach programmes for Primary, Secondary, FE and HE sectors.
- Providing effective management of the team of freelance Heritage Learning Facilitators.
- Along with the Heritage Learning Manager, support the recruitment and selection of Heritage Learning Facilitators.
- Provide initial training for Heritage Learning Facilitators in the delivery of these activities and ongoing assessment, evaluation and training to ensure quality standards and relevance of activities to a wide range of audiences.
- Adapt learning programmes to meet specific learner needs.
- Work with colleagues across Cultural Services in the development of new heritage-related and cross curricular learning activities and programmes.
- Work with a range of colleagues across the wider Lancashire County Council in the development of learning activities and programmes.
- Develop external partnership working to deliver a range of learning programmes.
- Delivering projects with external partners to agreed targets.
- Monitor the effective performance of staff in delivering agreed work objectives and meeting agreed standards and targets.
- Assisting in the preparation of team business plans and the development, monitoring and achievement of performance targets.
- Ensure that health and safety and safeguarding requirements are met.
- Interpret information about the sites or collections for a range of different visitors, learners, schools or outreach programmes.
- Lead on bespoke learning projects.

Other:

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification Heritage Learning Officer

All the following requirements are essential unless otherwise indicated

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
Desirable Degree or equivalent qualification in appropriate subject.
Experience
Essential - Experience of working within the heritage/learning services - Experience of supervising, developing, training and motivating staff. - Experience of learning delivery with children. - Experience of education administration. - Proven track record of creating and developing learning packages and programmes. - Experience of delivering learning sessions and programmes. - Experience of creating and leading bespoke projects.
Essential knowledge, skills & abilities
Essential - To ensure all learning provision is inclusive, culturally sensitive, physically and intellectually accessible. - Monitoring and evaluating the delivery of learning. - In-depth working knowledge of the National Curriculum, school-based curriculums and wider learning agendas. - Excellent verbal and written communication skills in English. - Ability to handle difficult situations and complaints effectively. - Knowledge of health and safety at work and risk assessment process. - Effective problem-solving skills. - Ability to supervise staff, act on own initiative and work as part of a team. - Good organisational and planning skills. - Ability to create and maintain effective links with partner organisations, including networking with other agencies and departments. - Clean driving licence and car owner. Desirable - Good project management skills - Youth Engagement experience.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- The post is subject to an enhanced DB.
- Staff are appointed to a specific base but may be required to work at any service point in the area.
- It is a requirement of the job to work unsocial hours on an occasional basis e.g. evenings and weekends.
- This is an essential car user post
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive

