

# **THE WILLIAM MORRIS SOCIETY**

## **KELMSCOTT HOUSE**

### **ROLE PROFILE**

**TITLE:** Learning and Engagement Officer

**CONTRACT:** Fixed term 6 months; flexible part-time; 21-28 hours per week

**SALARY:** Pro rata £22k to £24k FTE depending on experience

**REPORTING TO:** Society Manager

**CLOSING DATE:** 20/03/2020

### **JOB DESCRIPTION:**

**Working with the Society Manager and Curator, to promote and develop the Society and deliver its charitable objects and strategic plans through initiation and development of educational, learning and outreach activities.**

#### **Principal responsibilities:**

- Broaden audiences and engage with local communities by contributing to an integrated learning, interpretation, publishing and audience development programme.
- Develop and deliver activities, learning sessions and outreach as part of a programme of educational visits, outreach and life-long learning opportunities and events, in collaboration with learning volunteers.
- Develop and maintain a database of contacts for all primary schools in the London Borough of Hammersmith & Fulham and neighbouring boroughs, and promote the Society's learning offer to all schools in LBHF. Liaise with schools, colleges, teachers and lecturers via email and telephone to answer queries relating to the Society's learning offer and community engagement activities.
- Devise, develop and promote two 45 minute outreach activities, one for KS1 and one for KS2, for delivery in schools.
- Research and develop a range of adult learning and participation activities.
- Promote learning programmes, projects and digital learning resources.
- Feedback and act upon evaluation of learning activities, events and programmes.
- Recruit, induct and manage volunteers to agreed standards in line with Society policies for educational and museum/collections-related activities including retail and venue hire.

- Update guidelines for all learning activities to ensure a safe working environment for staff, volunteers and participants.
- Actively participate in the learning sector, networking with education institutions, teachers, other cultural institutions and organisations to develop working relationships beneficial to The William Morris Society.
- Develop and nurture relationships with national, regional and local cultural, educational and Morris-related organisations
- Produce two written reports:
  1. an interim report analysing opportunities for local schools engagement, by July 2020
  2. a final report recommending strategies to increase participation by schools and adult audiences, by end October 2020

**Additional responsibilities in conjunction with the Society Manager:**

- Ensure adequate staff/volunteer cover on open days and at normal opening times as required
- Assist with the Society’s public opening and events
- Promote awareness and contemporary relevance of the life and work of William Morris to 21<sup>st</sup> century audiences.
- Assist with the updating of the Society’s digital media presence including the Arts & Crafts Hammersmith website and online catalogues
- Work with volunteers on local Arts & Crafts social history, publicity and social media output in particular in relation to the Kelmscott Press
- Provide input to grant funding applications from time to time
- Help with monitoring the Health, Safety and Welfare of staff, volunteers and visitors to the Society’s premises

**Usual place and terms of work**

Kelmscott House, 26 Upper Mall, Hammersmith, London, W6 9TA

- 21 to 28 hours per week flexible working by arrangement but including Thursday and Saturday afternoons.
- Annual leave pro-rata to FTE 20 days/year plus public holidays

## **Principal accountabilities/Working with Trustees**

The post holder is accountable to the Society's Trustees through the Society Manager. The post holder will report to the Society's Trustees from time to time on learning and outreach activities.

The post holder will be subject to an enhanced DBS check.

## **Knowledge, experience and skills required**

### **Essential:**

- At least four years' experience of working in museum/arts/heritage education
- Demonstrable experience of developing and delivering high quality learning activities in a public setting
- A good understanding of the national curriculum and current teaching practice
- Knowledge of and keen interest in Morris and the Arts & Crafts movement
- Experience of managing and working effectively with volunteers
- First class written and verbal communication skills
- Excellent visitor service skills with experience in a public visitor-focused organisation
- Evidence of working independently towards shared goals

### **Desirable:**

- Museum studies qualification
- PGCE or teaching experience
- Evidence of continuing professional development

**March 2020**