

BLETCHLEY PARK

Job Description

Job Title:	Learning Officer
Team:	Audiences & Programmes
Department:	Public Engagement
Reports to:	Learning Manager
Reporting Staff:	Learning Programmes Assistant Learning Session Leaders Learning Volunteers

Main purpose:

The Learning Officer will support with the development and delivery of engaging learning visitor experiences inspired by Bletchley Park's World War Two history, on and offsite, in alignment with wider public programming. To manage and support a team of Session Leaders and Volunteers, ensuring the delivery of all activities offer a high quality and accessible learning experience for all.

Person Specification:

The position requires the following, skills, abilities and personal attributes:

1. Excellent communication and interpersonal skills, able to adapt written and verbal communication styles for different audiences and stakeholders.
2. Comfortable presenting to a group and able to represent the organisation professionally and confidently, effectively communicating with a wide range of stakeholders.
3. Strong IT skills and confident in using MS Office software (Word, Excel, Outlook, Teams and SharePoint).
4. Highly organised and a strong administrator, able to plan, adapt to varying priorities, multi-task, manage projects as needed, and meet deadlines whilst under pressure.
5. Able to take the lead to manage and develop others.
6. Ability to work independently on own initiative whilst also contributing to broader team goals.

The following experience or knowledge is essential:

1. Experience of teaching others within an education, museum or heritage environment
2. Demonstratable understanding of the education sector, curriculum content and the needs of early years, primary, secondary, FE/HE and SEND
3. A good understanding of STEM principles, and experience of applying them to activities in an educational setting.
4. Interest in mathematics and computer science and their application in an everyday context.
5. Experience of evaluating activities and learning resources for both internal and external stakeholders, implementing changes and improvements to better meet the needs of learners.
6. Experience of staff management, training and development.

The following skills are desirable:

1. Awareness of current museum, heritage and educational trends, ideas, and future direction.

Key responsibilities:

This role is one of two Learning Officer positions, who together oversee the following responsibilities.

1. Assist the Learning Manager in the day-to-day operational delivery of learning activities for different groups including families, early years, primary, secondary, colleges, universities and SEND, ensuring they are relevant to Bletchley Park and responsive to audience needs.
2. Support the delivery of learning activities, as required, onsite, and occasionally offsite as part of our outreach offer.
3. Line management of Learning team staff and volunteers, overseeing support and training and producing weekly rotas.
4. Produce and write content for formal and informal learning resources, including session plans, teaching resources, family packs, trails and guides. Ensure content supports the varying access needs of our audiences, including those with learning disabilities and access requirements.
5. Work closely with the Operations team to ensure all programming and activities are well managed and co-ordinated.
6. Maintain a positive learning environment, championing learning values and maximising use of learning resources.
7. Deliver and manage administration systems and duties including reporting, data collection, timesheets and expenses.
8. Ensure learning programmes and activities are monitored; carry out effective data collection, evaluation and reporting.
9. Undertake the role of Designated Safeguarding Officer, including delivering training to staff and volunteers.
10. Be committed to Continuous Professional Development (CPD). Attend relevant training and meetings as required.

Specific Requirements:

1. This post occasionally requires delivering sessions to schools off site around the country, this can include overnight stays. As such, it is desirable for the post-holder to have a valid driving license and to have access to their own transport for this purpose.
2. The post-holder will be asked to deliver activities during weekends and evenings.
3. Due to our unique environment, this role will involve movement across the site, standing and lifting / carrying items to facilitate learning activities.
4. This role is public facing and as such a smart appearance will be required at all times.

General:

1. Contribute to the effective management and promotion of equality and diversity.
2. Work in accordance with the Health & Safety at Work Act.
3. To work always in accordance with Bletchley Park Trust's policies and procedures.
4. To carry out such duties as may be required from time to time by The Trust that are appropriate to the grade of the post.
5. Support and assist in the ongoing development of Bletchley Park Trust's strategic ambitions and engagement aspirations.

Conditions: On site role based at Bletchley Park (MK3 6EB)
Full-time, 37.5 hours per week, usually Monday to Friday, 9.00am to 5.00pm
You will also be required to work some early evening / weekends, as well as occasional off-site delivery, as needed. Additional time worked will be recompensed by time in lieu.

Benefits: Salary £30,500 per annum, increasing to £31,867.50 post probation
Company Pension scheme available
Healthcare cash plan
Holiday 33 days per annum, inclusive of statutory holidays

Other: Bletchley Park Trust is committed to, and values the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.

No smoking is permitted in any offices or buildings.

Contact: Tracy Brighten
HR Officer
Bletchley Park Trust
The Mansion
Bletchley Park
Milton Keynes
MK3 6EB
01908 272679
www.bletchleypark.org.uk

Make a difference, be the best, value each other