



Macclesfield Silk Heritage Trust

Job Title: Museum Learning Co-ordinator (part-time)

Job Purpose

To support The Trust's vision of a heritage offer that inspires visitors through unique collections and remarkable buildings; that finds contemporary connections with an extraordinary story of creativity, industry and enterprise; that contributes to telling the town's story as part of the regeneration of Macclesfield.

This role co-ordinates schools' bookings, responding to enquiries from schools about the education workshops in the Silk Museum, Paradise Mill and the Victorian School Room in the Old Sunday School, as part of our Key Stage 1 and 2 schools' programme. The role liaises with the team of casual Museum Learning Assistants to arrange appropriate staffing and resources for all education workshops.

The role is focussed on delivery during the academic year, however it may also include additional hours to support other engagement and outreach events throughout the year.

The Museum Learning Co-ordinator plays an important part in the Silk Heritage Trust's Learning & Engagement work, by helping us to:

- Meet income targets for school bookings by helping develop and promote a dynamic and creative learning offer that meets the needs of schools across Macclesfield, Cheshire East and beyond.
- Develop relationships with teachers and schools through consultation and CPD to inform learning programmes, loan boxes, resources and displays
- Develop and deliver an engaging and popular informal learning offer

Wider duties include following and supporting safeguarding responsibilities of the museum, including child protection and health and safety procedures. You will act as an ambassador for the museum during all sessions as part of the team.

Responsible to: Museum Curator

Responsible for: Co-ordinating the team of Museum Learning Casual staff

SALARY: £16000 pro-rata

HOURS OF WORK: 15 hours per week during the academic year, however it may also include additional hours to support the delivery of other engagement and outreach events throughout the year.

Location: Aspects of this Co-ordination role can be delivered remotely; it also involves delivering work at the Silk Museum & Paradise Mill Macclesfield and other Trust sites

Key Areas of Responsibility

To assist in the delivery of a comprehensive formal learning service:

- Dealing with enquiries from schools about workshops, Loan Boxes and resources focussing on a core offer of Ancient Egypt, Victorians, World War II, and Silk Industry

- Co-ordinating the team of Museum Learning Casual staff to deliver booked workshops as required
- Confirming all details, logistics and arrangements for workshop bookings with schools, with Museum Learning Casual staff and with Caretakers and Room Booking staff to optimise available shared spaces
- Co-ordinating Loan Box bookings as required and contributing to the development of Schools' Loan Boxes and other resources
- Contributing to the development of an expanded Learning programme and resources, which relate to a variety of national curriculum topics including Technology, Numeracy and Literacy
- Keeping excellent and detailed electronic records of bookings to ensure schools are invoiced speedily and accurately
- Managing data and records of school bookings within the requirements of GDPR

To support the Museum Learning Casual staff delivering individual school visits and workshop sessions, by keeping the team aware of :

- Resources required for sessions - maintaining stocks of materials and resources as required by the Learning programme
- Requirements for meeting and greeting groups and overseeing visits, being aware and responding to health and safety and safeguarding issues
- Requirements for familiarisation visits for teachers, volunteers, staff, specialist groups, etc.

To support the museum's profile as relevant to existing, new and diverse audiences through:

- Helping to ensure that the learning programme reflects priorities of the national curriculum
- Helping to promote and market the Learning programme to schools across Cheshire, Merseyside, Staffordshire and Greater Manchester, actively using social media to raise the profile of the programme, ensuring that school databases are comprehensive and up to date
- Working with Business Development & Marketing team to promote and generate bookings for learning programmes for schools and families; ensuring that the website is kept up to date
- Helping to promote and market the Learning programme to schools across Cheshire, Merseyside, Staffordshire and Greater Manchester, actively using social media to raise the profile of the programme, ensuring that school databases are comprehensive and up to date
- Keeping up-to-date with developments to ensure the museum embraces best practice in museum learning

To feel part of the development of a flexible organisation through:

- Supporting the implementation of new administrative and management processes
- Keeping abreast of new technology in particular computerised systems and be prepared to undertake agreed training
- Undertaking other duties as required and as commensurate with the level of responsibility.
- Performing all tasks in line with the museum's Equal Opportunities, Environmental, Health and Safety, Data Protection and GDPR policies

Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

Background

The Macclesfield Silk Heritage Trust is a company limited by guarantee (2182687) and a registered charity (519521). It is dedicated to preserving and curating the cultural and industrial history of Macclesfield in the Northwest of England. The Trust is the custodian of buildings and historic collections of local, national and international significance, and is responsible for ensuring the public have the best possible access and engagement opportunities with these treasured assets. The Trust is governed by an active group of Trustees who work closely with a dedicated team of staff and volunteers.

PERSON SPECIFICATION

Experience	<p>Able to demonstrate:</p> <ul style="list-style-type: none">• an understanding of the needs of working with a wide range of teachers, artists, community groups, SEN groups, young people, children and adults• an open interpersonal style• effective team working <p>Experience of:</p> <ul style="list-style-type: none">• Developing and co-ordinating the delivery of living history, social history, archaeology, craft, science technology or art learning activities• Effectively promoting lively and engaging schools' programmes using a range of marketing channels including social media• Working with museum collections in inventive and creative ways• Working with schools, particularly early years, primary KS1 and KS2• Communicating with teachers and a range of audiences, in order to develop and promote formal/informal workshops• Working independently, as well as part of a team
Qualifications	<p>Excellent standard of general education A Teaching or Museum qualification is desirable</p>
Skills	<ul style="list-style-type: none">• Excellent co-ordination and administration skills, able to maintain exemplary records and up to date databases• Excellent marketing and promotional skills, using a range of marketing channels including social media• Excellent communication and organisational skills and able to produce materials that communicate with a wide range of people.
Training	<p>Willingness to undertake training for improved delivery of learning programmes</p>
Attitude	<ul style="list-style-type: none">• Highly methodical and excellent attention to detail• Enthusiasm for history, science, archaeology, story-telling, digital learning, arts and museums.• Excellent team player.• Commitment to providing a quality service.• Reliable, punctual and conscientious.
Other	<p>Able to work occasional weekends and cover absence.</p>