



The  
Postal  
Museum

# LEARNING FACILITATOR

## Job Description



## ABOUT THE POSTAL MUSEUM

In 2017, The Postal Museum opened a new heritage attraction in Central London, with two experiences in one. Alongside interactive exhibition galleries visitors can take a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail – for the first time in its 100-year history.

The Postal Museum tells the story of postal communication and its impact on a global society. We aim to expand access to our collections, grow an increasingly diverse audience and inspire everyone to make richer and more meaningful connections in their lives.

## LEARNING AT THE POSTAL MUSEUM

The Postal Museum welcomes around 150,000 visitors a year. The museum's five values are openness, generosity, innovation, playfulness and curiosity and our staff show commitment to these values in their work.

Following a review of our schools programmes The Postal Museum has a new three-year strategy to grow our schools audiences by increasing onsite visits and expanding our outreach in London schools. We have ambitious plans to grow our reputation as a provider of quality, engaging learning experiences. The strategic vision is for our school audiences to make meaningful connections in their own lives through the stories in our collections and inspire confident communicators in the future.

We're recruiting 2 x part time Learning Facilitators to join the Exhibitions, Access and Learning team. We're looking for great communicators with a passion for learning to deliver programmes for schools and families and support all our team activities.

## JOB ROLE

As a Learning facilitator, the working day will be varied. In school term time you will prepare for, set up and deliver school programmes in the museum. In school holidays you will support the delivery of family activities. There will be occasional evening and weekend work supporting public programmes and special events.

Learning facilitators will show enthusiasm and commitment to providing enjoyable, engaging and interactive learning experiences inspired by the objects and stories in our collections.

An awareness of the National Curriculum would be an advantage as you'll deliver primary school programmes linking to subjects including Science, History, Maths and Art and Design.

This is a new role in a small collaborative team. It will suit people who are keen to learn and develop their skills and knowledge. We'll provide you with on-going training, include shadowing and supported delivery before you lead workshops and activities independently.

Learning Facilitators will work flexible hours including some weekends and evenings working in return for time off in lieu.

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| Job title         | Learning Facilitator  |
| Salary            | £19,201k pa. £11,520k pro rata (21 hours, three days a week contract)   |
| Department        | Exhibitions, Access and Learning  |
| Reporting to      | Schools Learning Manager  |
| Contract          | Fixed term, 1 year  |
| Key relationships | Schools Learning Manager, Schools Programme Producer, Exhibitions and Learning Assistant, Community Learning Manager  |
| Start date        | Tuesday 6 August 2019   |
| Interview date    | 4 and 5 July  |
| Main purpose      | <ul style="list-style-type: none"> <li>• Prepare for, set up and deliver school programmes</li> <li>• Deliver and support family activities</li> <li>• Support delivery of public programme events</li> <li>• Support learning volunteers</li> <li>• Support delivery of activities across the EA&amp;L team</li> </ul> |

# KEY RESPONSIBILITIES & DUTIES

## 1. SCHOOL PROGRAMMES

- Deliver school programmes for early years and primary school children including workshops, on-gallery activities and special events
- Work with volunteers to greet schools and support classes in the exhibition galleries, Mail Rail and Sorted!
- Prepare for, and set up resources for school workshops and activities and store equipment away safely
- Set-up learning spaces and lunch room (e.g. lifting and moving chairs, tables and equipment)
- Prepare and check self-led school resources including trails and on-gallery activities
- Contribute to the development of school programmes, activities and trails by helping to research content and source objects and resources
- Work with the Visitor Experience team and Box Office to manage logistics of school visits
- Participate in regular training and team observations to learn and deliver school programmes
- Complete Child Protection training and comply with safeguarding best practice
- Contribute to evaluation by ensuring teachers complete feedback forms at the end of visits
- Work with the team to review schools programme content and delivery
- Support Schools Programme Producer to procure resources for school programmes
- Deliver outreach workshops in Greater London schools (on an ad hoc basis)
- Support teacher familiarisation visits and delivery of teacher training events
- Understand and follow The Postal Museum's Access Policy to ensure learning provision is physically and intellectually accessible for different audiences

## 2. FAMILY & ACCESS PROGRAMMES

- Assist in the set-up and delivery of weekend and holiday activities for families in the museum and occasional outreach events (e.g. storytelling, arts and crafts activities, artist led sessions, object handling)
- Assist with the delivery of access programmes in the museum (e.g. Relaxed Early Mornings, BSL talks and tunnel tours)

## 3. GENERAL

- Assist with public programme events in the museum (occasional evenings and weekends)
- Provide administration support (e.g. photocopying, ordering materials and creating resources etc).
- Attend museum-wide all-staff meetings, training sessions and other meetings deemed relevant by the Schools Learning Manager

# PERSON SPECIFICATION

## EXPERIENCE

- Experience of engaging and inspiring children of different ages in a learning environment
- Some experience of using objects and/or archives to inspire learning with different audiences
- Some experience of working or volunteering in a museum or the cultural sector
- Experience of working with volunteers or as part of a busy team

## KNOWLEDGE

- An understanding of how children learn, and how to differentiate for individual learning styles
- An awareness of the National Curriculum or willingness to learn about different subjects
- Interest in social and cultural history, the arts and science

## PERSON

- Engaging and enthusiastic communicator, able to adapt approach for different audiences
- Drama and role-playing skills or willingness to learn new facilitation techniques
- Creative, imaginative and motivated to share ideas and develop new skills
- Well organised and able to work independently within timeframes
- Team player, able to support colleagues but know when to ask for help
- Flexible and positive attitude, able to think quickly and adapt to changing situations
- Able to carry out light manual tasks such as moving handling objects

In addition to any other ad hoc duties as required by the Schools Learning Manager.

## OTHER ACTIVITIES

The post-holder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone-working, etc., as advised, taking responsibility as appropriate.

## WORKING HOURS

The working hours shall be 21 per week, exclusive of meal breaks. These are usually flexible across the week and will be agreed in advance with the line manager, in line with The Postal Museum's policies. Some out of hours working will be required for this role and this will be notified in advance. Time off in lieu will be awarded in line with The Postal Museum's policy. Variations of the hours can be made at the discretion of the line manager.

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