



Job Title: Learning Manager

Salary: £34,000 (FTE)

Hours: 32 hours per week (flexible).

Holidays: 28 Days including bank holidays

Reporting to: CEO

Pensions: After 3 months the post holder will be automatically enrolled into the new State Pension scheme with the Museum's chosen provider "The People's Pension" unless they instruct otherwise.

Overview

Chiltern Open Air Museum is an award-winning independent outdoor museum and charity in the Chalfonts, Buckinghamshire that welcomes around 50,000 visitors a year including 15,000 school children. The Museum has a collection of 37 rescued historic buildings that were either the homes or workplaces of ordinary people. The Museum is set in 45 acres of beautiful Chilterns landscape and has a working historic farm, livestock, traditional cottage gardens, orchards and woodland.

As an independent charity, the Museum receives no government funds. Income is generated through a wide range of activities including - admissions, COAM Membership, events, retail sales, catering, weddings and private hire, experience days, educational visits, filming - and the balance is made up through donations and grants.

Mission

We welcome everyone to explore, discover, experience and enjoy this special place, rich in Chiltern heritage and accessible to all.

The Role

This is an exciting time to join the Learning Team at Chiltern Open Air Museum and the enthusiastic team of staff and practitioners delivering our immersive education workshops.

COAM is looking to appoint a new Learning Manager who will lead the team and oversee all aspects of our award-winning department. Our Learning programme welcomes approximately 15,000 school children a year. In addition to our formal Learning programme, The Learning Team organise COAM's famous Terrific Tuesdays (which take place every Tuesday throughout the school holidays), and Home Education sessions. The team consists of Workshop Leaders, Workshop Support Assistants, a Learning Officer, part-time Learning Team Assistants (x3) and Volunteers.



As an open-air site of 45 acres, our learning sessions take place during school term time in various locations around the site including the Iron Age roundhouse and woodlands. The English weather is temperamental so the candidate would need to be prepared to work outdoors in all weathers!

We are a small team with lots of passion and this is a fantastic opportunity to work on a beautiful site where everything you do makes a difference and no day is ever the same.

Responsibilities

- Set the strategy for the Learning Department within the context of the Museum's forward plan
- Ensure that staff motivation and wellbeing are managed appropriately and that all staff and volunteers are equipped and supported to meet their required job/role descriptions
- Work with the team to create new programming and review and revise current programmes in line with national agendas and relevant Museum policies
- Work with the CEO to project income and plan the department budget
- Be accountable for maintaining quality assurance in all learning programmes
- Deliver and facilitate staff training
- Confidently represent the Learning Department to The Board of Trustees
- Represent Chiltern Open Air Museum's Learning Department at local and national events
- Be comfortable with the responsibilities of leadership and be a strong believer in the principle that a leader is only as good as their team
- Be accountable for adhering to the Museum's safeguarding policy

Person Specification

- A brilliant educator with proven experience in development and delivery of formal and informal learning programmes
- Experience of coordinating and managing a team
- Experience in delivering education sessions
- Familiarity with delivering and facilitating staff training
- An understanding of volunteering
- Excellent communication and interpersonal skills
- A professional manner
- High standards of written presentation and confidence with office IT skills
- A flexible attitude

Application Process

Application: Please complete a museum application form and send along with a covering letter to: Sheena Webb, Learning Manager Sheena.webb@coam.org.uk

Closing Date: 24 May 2024

Interviews: Week commencing 27 May 2024