



## Job Description – Education Officer (Part-Time)

**Position:** Education Officer

**Organisation:** The Keep Military Museum, Dorchester, Dorset

**Job Type:** Part-time – including occasional weekends.

**Contract Type:** Fixed Term – 12 Months (9 hours per week)

**Salary:** £11.00 per hour

**Supervised by:** Visitor Experience Manager

### **Background**

The Keep Military Museum aims to become the one of the leading museums in the south west, inspiring the public by describing the history of war and conflict through the experience of the infantry and yeomanry regiments of Devon and Dorset and their families and communities. The Museum is also looking towards applying for an NLHF grant for a future re-development project to increase the relevance and appeal of the museum to a wider audience.

### **Purpose**

As Education Officer, your work will focus on supporting the Visitor Experience Manager in running a quality, welcoming and sustainable education and learning experience. Reporting to the Visitor Experience Manager, you will be responsible for the administration of our education and learning programme, including marketing, bookings, income and liaising with schools and other stakeholders.

The role is Fixed Term for 12 months, working between 10:00 and 19:00 each Thursday, although we can be flexible on the day of the week if required. This is a new role, and if successful we would hope to extend.

### **Key responsibilities**

**Administration:** Supporting the Visitor Experience Manager in taking and managing bookings for education and learning. This includes bookings of our outreach boxes which can be loaned to community groups and schools.

**Young Historians Group:** Support The Young Historians Group by planning and running sessions, supporting projects, management and recruitment of young members, and providing an additional safeguarding measure.

*The museum runs an after-school club for children aged between 14 and 18 called “The Young Historians”. They typically meet one night a week between 17:00 and 19:00.*

**Marketing and Publicity:** Provide support in marketing the museums education and learning offer to schools, community groups and other interested parties, through our website, social media and direct contact.

**Volunteer Support:** Support the Visitor Experience Manager in recruiting and training volunteers to support our education and learning offer.

### **Qualifications and Experience**

- Experience of working with children and young people.

- Experience of working with volunteers and managing people.
- Knowledge of health and safety procedures and legislation

### **Personal Skills and Attributes**

- You will have a passion for supporting education and learning. You will be an ambassador for the museum and the charity.
- You will be adaptable - able to respond quickly and effectively to unfamiliar and changing situations with a positive attitude.
- You will have the ability to motivate and lead a group.
- You will have problem solving skills and work with initiative, and have the ability to challenge constructively where necessary.
- You will have excellent verbal and written communication skills and work and communicate effectively and appropriately with everyone.
- You will possess strong IT skills (able to use MS Office applications and social media platforms).

### **How to Apply:**

Please send a CV and covering letter setting out how you meet the requirements of the role to:

Flora Scott [admin@keepmilitarymuseum.org](mailto:admin@keepmilitarymuseum.org)

Or by post:

FAO Flora Scott  
Keep Military Museum  
Barrack Road  
Dorchester  
DT1 1RN

Please also contact Flora if you would like a preliminary discussion about the role or if you have any questions.

**Closing Date:** Friday 22<sup>nd</sup> September 2023, 17:00.

**Interviews:** Week commencing 25<sup>th</sup> September 2023.