



Assistant Learning Officer (maternity cover)

Job Description

0.6 FTE. 10 months fixed-term post

Overview

HMS WARRIOR 1860 was on launch the World's first iron hulled warship, and marked a sharp turn in international warship design and naval warfare. She is owned and operated by the Warrior Preservation Trust (WPT), an independent charity without public subsidy. The Ship was fully restored to her presentation in 1860 during a period of restoration in Hartlepool from 1979-1987, since when she has been on public display afloat in Portsmouth Historic Dockyard. Last year she received c. 300,000 visitors, and in addition is well reputed and successful as a private hire venue.

The Trust was recently awarded a £3.2M grant by the Heritage Lottery Fund (HLF) to conduct essential conservation of her upper deck bulwarks that will stop rainwater ingress which is damaging original Victorian fabric. The project will also develop our community engagement with expanded learning and research programmes, improved interpretation and more accessible archive.

This post supports the Learning Officer in growing our formal and informal learning, education and research opportunities. The current learning department delivers predominantly to EYFS to KS2, but we are expanding across the range in response to demand. We are looking for an enthusiastic and creative person who is willing to contribute broadly as the department grows. The post will be ideally suited to an individual wishing to gain a broad range of skills and experience in an increasingly busy public space and heritage environment. The post is funded by HLF. The role is a part time (0.6FTE), fixed term, 10 month maternity cover post.

Responsible to: Learning Officer

Main purpose of the job

The Assistant Learning Officer supports the Learning Officer with the development and delivery of interactive, high quality learning workshops, learning resources and special projects for pupils, students and teachers. They also assist with the development and delivery of HMS *Warrior's* informal learning and community engagement programmes. Workshops and activities take place on board HMS *Warrior* 1860 and as outreach activities at, for example, local schools, community centres and libraries.

Main Responsibilities

- To assist the Learning Officer with the preparation and delivery of hands-on learning sessions for visiting groups of mixed ages and abilities
- To support the development and delivery of the Community Learning Programme during evenings, weekends and holiday periods as reasonably required
- Review and maintain learning resources and packs including on line, for free and merchandise material
- Support CPD sessions for teachers, teaching assistants and trainees
- Administer the learning group bookings and other administrative duties

- Assist with the monitoring and evaluating of the schools service and other visitor feedback assessment
- Organising volunteer, casual and freelance staff to support the learning activity
- Represent the Learning Officer, as required, at Portsmouth Historic Dockyard and other meetings

General Responsibilities

- Participate in appropriate development and training activities when required
- Follow and promote safe systems of work and observe health and safety regulations
- Any other duties that may be required to ensure the effective running of the Learning Service, including occasional work outside normal hours, as may be reasonably required

Person Specification

Essential

- Excellent verbal and written communication skills with the ability to engage diverse audiences through briefings, teaching and presentations
- A proven interest in heritage, education and with experience of delivering workshops and / or teaching
- Excellent networking skills for building relationships
- Excellent organisational skills
- Good basic IT skills, working knowledge of Microsoft software applications and ability to assist with website editing
- Able to work independently and as part of a team
- Able to access all parts of the ship
- Able to carry out light manual tasks such as moving and handling objects
- Commitment to own learning and professional development

Desirable

- Museum/heritage/education experience
- Experience of working with children, young people and/or adults with Special Educational Needs
- Experience of supporting STEM subject(s) / curricula
- Experience of working with volunteers
- Knowledge of the National Curriculum and familiarity with other formal and informal learning

An enhanced DBS check will be required for this post

The post holder will need to be MOD security cleared

The occasional wearing of period costume is a requirement of the post

Working Hours

- 10 month fixed-term maternity cover contract
- 22.5 hours per week at times to be agreed with the Trust

Remuneration package

- Salary £10,800 pa
- Holidays , 21 days plus 8 Bank holidays (pro rata)
- Sickness Benefit
- Death in Service Benefit
- Pension

For further details please view our website at www.hmswarrior.org or contact:

Isabelle Russell (Finance and Personnel Manager)

Email: fpm@hmswarrior.org

Telephone: 02392 778600

Want to apply?

Please complete and return the HMS Warrior 1860 Job Application form and Equal Opportunities form to fpm@hmswarrior.org

Closing Date for applications: Friday 17th February, 2017
Interviews: Week commencing 6th March, 2017

Please be advised that whilst we try to contact all applicants, if you have not heard from us by the Interview date, you may assume your application has been unsuccessful. Thank you for your interest.



LOTTERY FUNDED