

Role title	<b>Education Officer</b>
Team	Visitor Experience
Responsible to:	Operational Group
Responsible for:	To run, and devise where necessary, the Education Programme for School Visits to MAVC.
Key tasks	<ul style="list-style-type: none"> <li>● Work with the Operational Group to ensure that any changes to the education programme for schools is agreed.</li> <li>● Work with the Marketing Coordinator and Online Content Coordinator to ensure any marketing material is up to date</li> <li>● Be the point of contact for school enquiries that come in from schools.</li> <li>● Be proactive by contacting schools to arrange school visits.</li> <li>● Liaison with the diary/secretary to confirm dates of availability.</li> <li>● Ensure school programme reflects the museum's stories and displays</li> <li>● Liaising with the Volunteer Coordinator regarding recruitment of suitable Education Volunteers</li> <li>● Organise for the appropriate number of trained volunteers to be available for each visit.</li> <li>● Arrange the content of and the training of volunteers to deliver the educational offer.</li> <li>● Sourcing aids and organising resources for the education programme</li> <li>● Carrying out and updating the School Visit risk assessment</li> <li>● Organising update/feedback meetings for Education Volunteers</li> </ul>
Reporting Requirements	Where necessary provide a written report to the operations Group at agreed intervals and attend meetings when requested
Reporting to	The Operational Group
Essential Skills and Knowledge	<p>Experience of in working with children or in an educational setting</p> <p>Organised</p> <p>Passionate about history</p> <p>Supervisory experience</p> <p>Experience of managing people and resources</p>
Desirable Skills Knowledge	<p>DBS clearance</p> <p>First Aid trained</p>