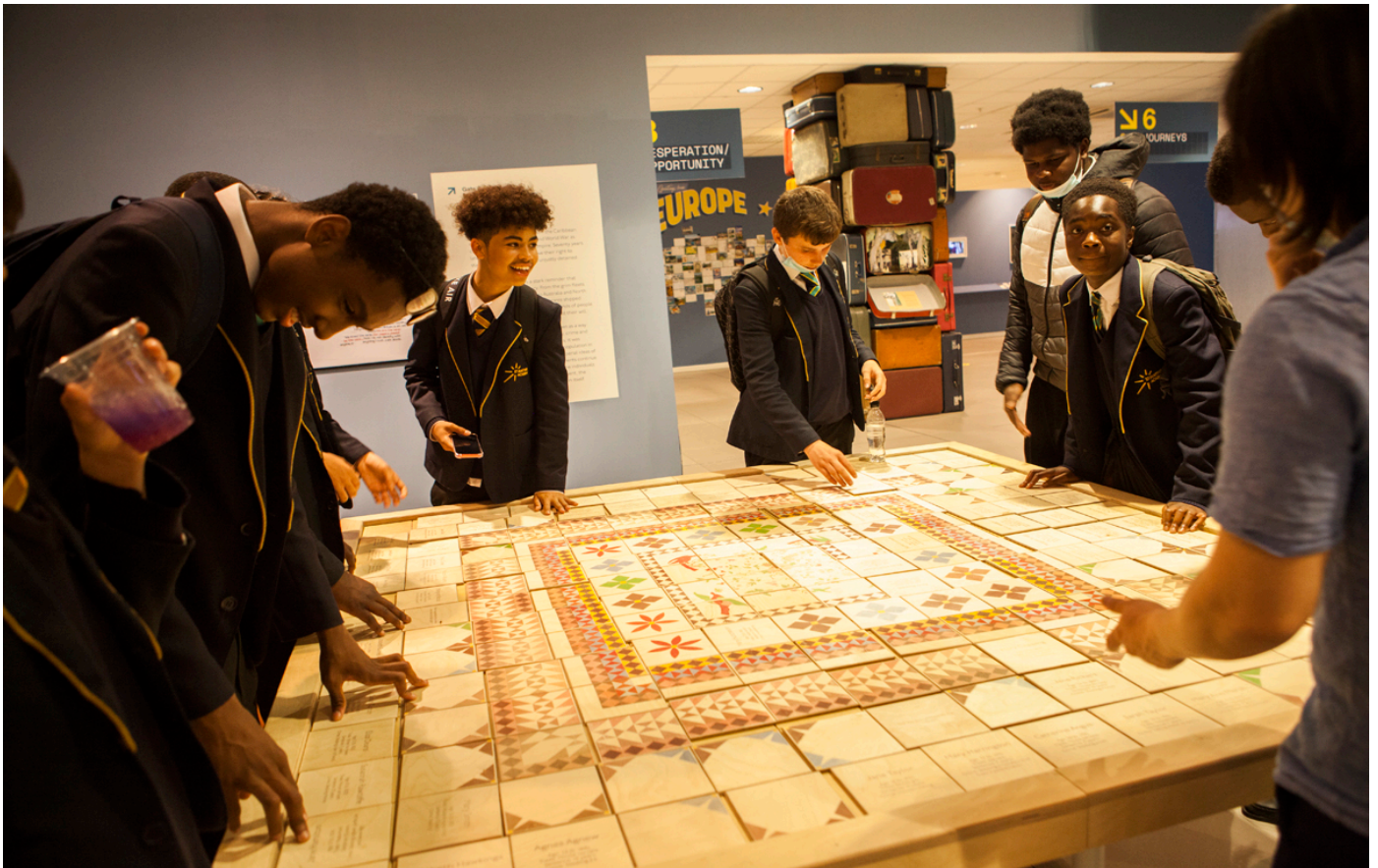


Recruiting now...

Learning Officer



The Migration Museum (www.migrationmuseum.org) produces inspiring exhibitions, events, education, community and public engagement programmes, to shine a light on the many ways that migration to and from Britain across the ages has shaped who we are.

We are currently based in the heart of Lewisham Shopping Centre in south-east London, where we welcome over 4,000 primary, secondary, university and adult learners a year to engage with our exhibitions and the themes we explore via facilitated workshops and self-directed visits. We also deliver online sessions, as well as training and CPD for teachers across the UK.

We are now recruiting a Learning Officer to help develop and grow our popular education programme.

Job description and person specification

Job title	Learning Officer
Contract type	3 days per week. One year contract renewable subject to performance
Salary	£28,000 – 30,000 p.a. (£16,800 – £18,000 pro rata) depending on experience. Plus matched 5% pension contribution
Location	Primarily at The Migration Museum, Lewisham Shopping Centre, London. With option for working from home occasionally.
Deadline for applications	Sunday 9 October 2022
Interviews expected	Week commencing 17 October 2022

Primary job purpose

This is an outstanding opportunity for a passionate individual with experience of engaging young people to work with our Learning team to develop the scope and reach of our education programme in line with the vision and values of the Migration Museum.

We are particularly looking for someone who has experience with secondary-age students (Key Stages 3-5), to complement the existing skills and experience of our Learning team.

You will help us to plan, book-in, facilitate and evaluate interactive education visits at the museum and deliver online sessions to schools and learners from across the UK and internationally. You will also help us to ensure our exhibitions reach their potential in aligning with the objectives of our education programme and develop resources and activities that enhance current and future exhibitions for learners.

We are at an exciting stage of our development as a museum and our position in the heart of a busy shopping centre allows us to reach new and bigger audiences in innovative ways. Demand for our education programme always exceeds supply, and we look forward to your support in reaching thousands more young people with these important themes.

If you are a passionate self-starter wanting to bring your ideas to a small but dynamic organisation, we hope you will apply to join our team.

Key responsibilities

- 1. Plan, facilitate and evaluate in-person and online education visits** - Directly work with schools – particularly secondary schools – and university groups: including facilitated visits and helping to coordinate our self-directed visits programme
- 2. Support with exhibition planning and design to ensure best-fit with education programme** – including supporting with activity and resource design connected to each exhibition

3. Education resources research, creation and dissemination

4. **Contribute to our growing Teacher Training and Teacher CPD offer** – via PGCE routes, Multi-Academy Trust pathways, local networks etc.

5. **Develop and maintain relationships with a wide range of education stakeholders** - with teaching professionals, Multi Academy Trusts, other migration education programmes: networking on behalf of the Migration Museum.

6. **Various administrative work connected with above responsibilities**

Person specification

Essential

- ♦ Vision, initiative and imagination, with the drive and confidence to make a major difference to a small but rapidly growing organisation.
- ♦ A successful track record in teaching or experience in another formal or informal learning environment.
- ♦ Knowledge of the education sectors and experience of building and maintaining successful relationships with a range of education stakeholders.
- ♦ Excellent organisational skills – an ability to plan, communicate effectively (within the team and externally) and work to deadlines.
- ♦ Experience of using digital tools including Google Drive and related platforms, Zoom, Microsoft Teams, Slack etc.
- ♦ Proven ability to create accurate copy, messaging and presentations in line with organisational tone of voice.
- ♦ Excellent interpersonal skills and a great team player.
- ♦ Passionate and driven individual with a commitment to diversity and inclusion.
- ♦ An ability to work primarily from the Migration Museum in Lewisham.

Desirable

- ♦ Strong interest in and/or lived experience of migration.
- ♦ Knowledge of contemporary migration themes and migration history.
- ♦ Experience of youth entrepreneurship and business programmes.
- ♦ Experience of using social media channels for education purposes.

How to apply

To apply for this position, please e-mail a copy of your CV, a covering letter of no more than 500 words and a short video (maximum 2 minutes) with a bit about yourself and why you are applying for this role to our Learning Manager Liberty Melly: Liberty@migrationmuseum.org

Please also complete our [Equal Opportunities Monitoring Form](#). These monitoring forms will be stored and assessed separately and will not be linked to your application.

The deadline for applications is Sunday 9 October 2022.

Shortlisted applicants will be invited to interview.

If you have any questions about the role or any part of the application process, please contact Liberty.