The Roald Dahl Museum and Story Centre engages with thousands of people every year to experience the wonder and magic of Roald Dahl’s stories. Most of these people will visit either as a family or as a school group and will often experience one of the sessions led by the Learning Team for these audiences. With the challenges of the COVID pandemic, the team developed a Livestream Learning schools’ programme that is now a key part of our offer, allowing us to reach more schools without the constraints of geographical location. The team is constantly updating and improving its offer, most recently in creating new SEND and Under-5 offers. We are looking to learn as much as possible about the Museum and our audiences ahead of a capital development project currently underway. This is an exciting time to join us as a Learning Session Leader as this role is key in preparing and delivering sessions on both the schools’ and the public programmes.

What you’ll be doing

As a Learning Session Leader, your working day is based on leading face-to-face workshops, online sessions and doing behind-the-scenes tasks. This means a huge variety of experiences! Your day could involve leading onsite workshops or digital sessions for schools, delivering interactive storytelling to a live audience and leading creative workshops in school holidays as well as doing practical preparation**.** We’ll provide you with training when you begin your post, including a period of shadowing and supported delivery before you lead sessions independently.   
  
There are currently four staff roles within the Learning Team: Learning Manager, Learning Officers, Learning Session Leaders and Learning Operations Officer. You will be directly managed by one of the Learning Officers who is responsible for your professional development, objective setting and overall performance.

You can expect your tasks to include:

* Leading learning sessions.You’ll deliver talks, Q&A sessions, literacy workshops and activities for onsite school groups as well as managing their time in the galleries. For our Livestream Learning programme, you’ll lead live sessions, giving input and guiding activities as well as learning the technical side of delivering these sessions. You’ll work on the public programme too; delivering practical creative workshops, interactive storytelling sessions for families and interacting with visitors in the galleries and drop-in activities.
* Managing equipment and resources.You’ll set up everything needed for sessions, then tidy away and store it safely.We’ll ask you to prepare resources needed for the programmes, including photocopying, laminating, unpacking and collating craft materials.
* Participating in evaluation and regular training.The Museum puts an emphasis on assessing and increasing the positive impact of our programmes and you’ll play a vital role in processing feedback and attending development sessions.
* Helping us to improve our systems.You’ll discuss with the rest of the Learning Team as we review our processes.
* Working to protect children while onsite.We’ll need you to complete Child Protection training and carry out your work in accordance with best practice for safeguarding children and young people.The post is subject to an Enhanced DBS check on appointment.

This job will suit you if...

* You are passionate about learning and working with children and families. You believe they deserve high quality experiences and have some ideas about how to create these;
* You have a love of the cultural sector and understand what this offers as a learning experience. You have some experience of working with different audiences in museums or heritage or the arts;
* You already know about or are aware of different approaches to learning and the characteristics of museum learning;
* You are excited and positive about the opportunities that digital technology brings to museum learning. You don’t need to be a tech wizard (we weren’t when we started working in this area!) but you should have a basic knowledge of equipment and platforms and a willingness to learn;
* You’re a team player and you understand when to offer support to colleagues but also when to ask for help;
* You communicate clearly and proactively – you share information as a default. You enjoy interacting with a variety of people and you understand the value of listening;
* You are motivated and driven. You volunteer for new challenges without waiting to be asked. You’re going to take ownership of the time you spend with us and truly make a difference;
* You have some flexibility about your working hours.

The experience you’ll need

To get this role, you’ll need clear enthusiasm and commitment to shaping learning for children and families in the heritage sector. You should already have some experience of working with schools and/or families as well as the qualities listed above.

Where could your career go next?

We love helping people to grow their careers, whether that’s within the Museum or giving you the skills to take to another organisation if that’s right for you. You might combine this part-time role with another at the Museum, in the Learning Team or in a different area. Within the Museum, you might have the opportunity to take a sideways secondment into a project role or perhaps take a step up into a more senior position as the staff group evolves.

Other things you’ll want to know

* This role reports to one of the Learning Officers;
* This role operates as an annualised hours arrangements as hours will vary depending on the needs of the Museum. The total annualised hours over a full year will be 500, with core hours of 25 per month and the additional hours worked during busy periods. Your hours will normally be agreed one term in advance;
* The hourly rate for this role is £16.93 per hour plus holiday pay, accrued for hours that you work;
* You’ll be expected to work weekdays and at least one weekend day per month (more during peak periods), during both term time and school holidays;
* There is a 3-month probationary period after you join us. During your probationary period, we’ll give you the relevant training and direction you’ll need to perform your role effectively. The probationary period is the opportunity for you and the Museum to make sure that you’re the right fit for the role;
* The post is a fixed term contract until December 2025. There may be a possibility of extension;
* A summary of our current organisational structure is included at the end of this document, so you can understand how your role fits into the overall operation of the Museum.

Museum staff structure, May 2024

(Roles in grey are vacant/require recruitment)