



DUNDEE
HERITAGE
TRUST



**Dundee Industrial Heritage Ltd
RRS Discovery / Discovery Point and Verdant Works**

Job Description

Post Title: Education & Community Outreach Co-ordinator
Responsible to: Heritage Director
Responsible For: Volunteers

Purpose

The development and management of the education and community outreach services of Dundee Heritage Trust, relating to both Discovery Point/RRS *Discovery* and Verdant Works.

Organisational Relationships

Working under the direction of the Heritage Director as part of the Heritage Team and in partnership with other departments across all venues as required.

Base

This post requires a flexible working base, working from home and at a Dundee Heritage Property as work demands. The number of days in the office and at home will be discussed with you prior to you starting your role

Hours of Work

This is a full-time post (35hrs) Monday to Friday but occasional weekend and evening work may be required throughout the year along with a flexible approach to the duties.

Duties & Responsibilities

Education

- Responsible for the development of education based audiences to the museums
- Co-ordinate and develop education activities and community events at Discovery Point, Verdant Works Museum and outreach venues. including the provision of lifelong learning initiatives
- Develop lifelong learning initiatives and contribute to Dundee Heritage Trust's overall learning and access programme
- Keep up to date with any changes in the Scottish curriculum, ensuring our services for schools are relevant and appropriate
- Advise the company of any developments in the field of education that could affect our activities
- Recruit, develop and manage a volunteer team to assist with all relevant activities
- Provide guidance to staff and volunteers assisting or involved with education visits.

Community

- Identify and attract new audiences to the museum, to both diversify our visitor base and play a part in income generation for the Trust
- Develop a service to non-school audiences, improving our community links and promoting social inclusion and access issues
- Work in partnership with cultural organisations and community groups

Resources

- Work in partnership with Marketing to develop and promote programmes of activities and events.
- Develop relevant education resources, materials and publications with assistance from Marketing Department
- Keep abreast of funding sources for educational and outreach activities and assist the development team in preparation of funding applications
- Manage the budgeted expenditure of the Education & Community Department
- Advise on and develop a marketing strategy to support our education programme and drive visit numbers to our museums
- Carry out evaluation of all events and activities delivered
- Maintain and develop appropriate activity reporting on events and activities

General

- Be aware of the work of other departments in the achievement of DIH/DHT aims.
- Take an active part in communicating and co-operating with other staff and departments.
- Follow all DHT/DIH guidelines, procedures and policies.
- Work in accordance with the companies Equal Opportunities and Diversity Policy.
- Be aware of and comply with, rules and legislation pertaining to Health & Safety at work.
- Take an active part in achieving high standards of customer and client care.
- Contribute to an enthusiastic, positive work climate within the organisation

Person Specification

Essential:

- Degree/Post Graduate qualification in relevant subject (Education/Heritage/Museum) or equivalent experience in a similar role
- Experience in developing museum education activities
- Experience in working with schools groups and/or community groups
- Excellent interpersonal and cross generational skills
- Excellent Communication skills- written and oral
- Ability to produce education resources
- Self-motivated
- Team player

Desirable:

- Able to drive
- Knowledge of the museums/development themes i.e. historic ships, polar exploration, Antarctica, climate change, industrial/social heritage

This post requires membership of PVG Scheme

Terms & Conditions:

Permanent post

Rate of Pay: £24k p.a. rising to £25k p.a. after probation.

Hours of work: 35

Holidays

Holiday entitlement is 31 days, rising to 4 weeks and 2 days after 3 years' service and rising to 5 weeks after 5 years' service. This includes public holidays, 4 of which are fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January

Pension

The Government has introduced a new law which requires employers to enroll their workers into a workplace pension scheme automatically if they meet the following conditions.

- Are not already in one;
- Earn over £10,000 a year/£833 per month/£192 per week
- Are aged 22 or over; and
- Are under State Pension age

If you meet these requirements during your contract with you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

Staff benefits

- Discount on meals from Discovery & Verdant Works Café
- Discount on purchases from the Gift Shops at Discovery and Verdant Works
- Be part of an award-winning team!

November 21