

Job Description

London Met Dept:	Library Services		
London Met Sect:	The Women's Library		
London Met Unit:	Audience Development		
Job Title:	Learning Co-ordinator (Part-time/Fixed-term)		
Post Reference No:	9C1261FXC	Effective Revised:	19 November 2009
Grade:	PSG5		
Report To:	Head of Audience Development		
Responsible For:	Freelancers	Direct Reports:	

Job Purpose:

To develop and manage the schools programme associated with The Library's collections and exhibitions.

To develop and manage community and partners projects associated with the Library's collections and exhibitions and projects.

To develop programmes for higher education student groups and University partners and contribute to the University's teaching programmes where appropriate to promote the Library's collections.

Key Areas:

1. Delivering the schools and sixth form programmes for January to April 2010.
2. Delivering the Library's community engagement projects and building on relationships with community partners.
3. Developing the schools and community programmes for the autumn 2010 exhibition on Domestic Crafts.
4. Contributing to the Library's exhibitions and public programmes by advocating for schools and the Library's range of audiences.

Main Duties and Responsibilities:

The Postholder will:

1. Deliver the AS/A2 sixth formers programme associated with the 'Ms Understood: Women's Liberation in 1970s Britain' exhibition.
2. Deliver the 'Their Past Your Future, Women and Peace' project, working with relevant partners; managing the freelancers, and carrying out an evaluation of the project.
3. Develop the schools and sixth form schools programme for the autumn 2010 Domestic Crafts exhibition; researching and identifying relevant curriculum links and developing relevant workshop sessions.
4. Develop the community engagement programme for the Museummaker and Domestic Crafts exhibition, identifying and building relationships with relevant community partners.
5. Work with the Audience development marketing co-ordinator to produce promotional material to target relevant tutors, courses and educational institutions.

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6. Manage other schools and community partnerships and projects the Library is engaged with.
7. Manage and deliver the 'My City' project with a primary school in East London.
8. Develop further proposals for schools programmes aimed at Key stage 2, 3, 4 and 5 working with the Head of Audience development.
9. Contribute to delivering teaching sessions on the collections to the University.
10. Consult with teachers on the future programmes.
11. Contribute to the development and interpretation of exhibitions and public programmes.
12. Act as an advocate for range of audiences in developing programmes.

Miscellaneous:

1. Undertake other duties of a reasonable nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
2. Carry out all duties in accordance with the University's Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it.
3. Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the University's Health and Safety Policy, Codes of Practice and local rules.
4. Co-operate with the line manager, or any other person with specific responsibility for health and safety, to enable the University's responsibilities under the Health and Safety at Work Act to be performed.

Review Clause:

This is a description of the job as it is presently constituted. It is the University's practice periodically to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Person Specification

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London Met Dept:	Library Services		
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Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Demonstrable experience of managing education projects in a museums or arts environment	Application Form/Interview	Essential
	Experience of working with community partners	Application Form/Interview	Desirable
	Experience of working with artists and freelancers	Application Form/Interview	Desirable
2. Education and Training	Educated to degree level	Application Form	Essential
	Post graduate qualification in arts/museums education or PGCE	Application Form	Desirable
3. General & Special Knowledge	Understanding of National Curriculum and making links for Key stages 2 to 5	Application Form/Interview	Essential
	Understanding of needs of diverse audiences	Application Form/Interview	Essential
	Knowledge of evaluation systems such as Inspiring Learning for All and Generic Learning Outcomes	Application Form/Interview	Essential
	Knowledge of local schools and communities in Tower Hamlets	Application Form/Interview	Desirable
4. Skills & Abilities	Proven project management skills and ability to manage projects across a wide geographic area	Application Form/Interview	Essential
	Proven ability to manage projects to deadline	Application Form/Interview	Essential
	Proven oral and written communication skills	Application Form/Interview	Essential
	Excellent organisational skills	Application Form/Interview	Essential
	Flexible approach to work	Application Form/Interview	Essential

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	Interest in women's history	Application Form/Interview	Desirable
5. Special Requirements	May involve some week end and evening work when required	Application Form/Interview	Essential
In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a short list.			
Date Revised: 19 November 2009			