



**Informal Learning Officer
Thackray Museum of Medicine, Leeds**

Advert:

Informal Learning Officer

Permanent fulltime role

37 hours pw with regular weekend working

Salary: £22,000

Can you inspire our diverse audiences with the passion and purpose of medicine? We are looking for an Informal Learning Officer to engage people with a range of ambitious and inclusive programmes. Drawing inspiration from our collections and building, the Informal Learning Officer develops and delivers Life Long Learning programmes for pre-school children, families, young people, medical professionals and older people. Working with the Learning Manager and colleagues across the museum they plan, develop and evaluate ambitious and diverse digital, live on-site or outreach activities in line with Thackray's mission and audience needs. They share delivery with the Learning Assistant and engage volunteers where possible to enhance the offer.

You will be a key member of a team that understands and loves our museum, has a passion for creating and sharing it with a diverse public and proving the impact our work can have.

The Thackray Museum of Medicine is actively committed to promoting Equality, Inclusion and Diversity. We are a Disability Confident employer and welcome applications from all sections of the community.

**Please see our website for further details and application form:
<https://thackraymuseum.co.uk/about-us/work-for-us/>**

**Meet the team on 13th July: onsite 10am-12 or virtually: 2-3pm
Interviews: 3 August**

Job Description:

Job Title	Informal Learning Officer
Reports to	Learning Manager
Salary	£22,000 per annum
Benefits and Conditions (overview)	<ul style="list-style-type: none">• 25 days annual leave entitlement plus 8 statutory holidays• Normal working hours are approx. 37.5 hours per week• Regular weekend working required• Enhanced DBS check required• Other terms and conditions in line with the Thackray Museum of Medicine standard Contract of Employment
Who we are:	<p>The Thackray Museum of Medicine is a place that inspires people with the passion and purpose of medicine and healthcare, past present and future. We comprise collections, built heritage and a unique community. We're the UK's largest independent medical museum with a collection of over 70,000 objects, books and archives. These are exciting times to join the Museum as it re-opens following a major redevelopment to reinterpret our galleries and improve our visitor experience. The Museum is open to the public 7 days a week, 10am – 5pm. We have 11 new galleries, a café, shop, community engagement hub ('The Core'), Education centre ('The Nerve Centre') and a conference & events facility. You will be a key member of a team that understands and loves our museum and has a passion for sharing it with a diverse public https://thackraymuseum.co.uk/</p> <p>Mission: We use our unique collections and building as a foundation to:</p> <ul style="list-style-type: none">• Inspire people with stories of the motivation, commitment and achievement that drives medical progress.• Promote communities' and individuals' agency in shaping health, wellbeing and the future of medicine and healthcare.• Enable people to participate in a public conversation about medicine and health.• Provide a space in our shared stories for the under represented and unheard.• Provide a focus for researchers, people working in medicine, patients,

	<p>decision-makers and the public to connect, share ideas, imagine and create a better future.</p>
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<p>Main purpose of the role</p>	<p>Drawing inspiration from our collections and building, the Informal Learning Officer develops and delivers Life Long Learning programmes for pre-school children, families, young people, medical professionals and older people. Working with the Learning Manager and colleagues across the museum they plan, develop and evaluate ambitious and diverse digital, live on-site or outreach activities in line with Thackray’s mission and audience needs. They share delivery with the Learning Assistant and engage volunteers where possible to enhance the offer.</p> <p>You will be a key member of a team that understands and loves our museum, has a passion for sharing it with a diverse public and proving the impact our work can have.</p>
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<p>Key tasks and specific responsibilities</p>	<ul style="list-style-type: none"> • Co-ordinate, deliver and evaluate the Museum’s informal learning programme including on-site, outreach and digital activities. • Lead on the development of new informal lifelong learning activities ensuring they are ambitious, participatory, representative and inclusive; present a unique offer for the region and deliver our medical capital mission. Programmes include: family holiday activities; young people’s programme; adult learning events and on-gallery engagement. • Assess and co-ordinate staffing needs for events, including working with volunteers and freelance staff. • Deliver income generating targets for informal learning events and manage the appropriate resources and budgets. • Plan and deliver evaluation frameworks and regularly contribute to reporting on KPIs and for other reports to prove the impact of programmes. • Work on engagement projects across museum and act as an advocate for diverse audiences. • Assist the Development Director and Learning Manager with applications for funding contributing ideas and contacts, and fact
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checking applications with a knowledge of best practice in informal learning work

- Support the integrated collections and programming department:
 - Contribute to the implementation of the Thackray Museum of Medicine's strategic development plans and its core values
 - Assist in the development and management of innovative projects across collections, interpretation and learning to increase public access to and use of the collections
 - Participate in team meetings and other internal or external meetings as required
 - Work within TMM H&S and safeguarding guidelines
 - Contribute to the museum's marketing plan by generating content around activities
 - To act as an ambassador for the museum through outreach activity

Skills, Knowledge and Experience Matrix

DUTIES	ESSENTIAL			DESIRABLE		
	COMPETENCIES	EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE	COMPETENCIES	EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE
Co-ordinate, deliver and evaluate the Museum's informal learning programme including on-site, outreach and digital activities	An effective administrator able to manage multiple tasks and projects to a strict timetable	Experience of planning and delivering engagement programmes to a diverse range of audiences and organisations			Experience of working in heritage engagement projects in the cultural sector	
Lead on the development of new informal lifelong learning activities ensuring they are participatory, representative and inclusive, present a unique offer for the region and deliver our medical capital mission: family holiday activities; young people programme; adult learning events and on-gallery engagement.	Experience of developing, delivering and administrating projects and managing budgets	Experience of planning and delivering engagement programmes to a diverse range of audiences	Knowledge of best practice for learning and engagement work in cultural settings		Experience of working in medical or healthcare settings or with representative audiences	

Assess and co-ordinate staffing needs for events, including working with volunteers and freelance staff.	Able to inspire others, with excellent interpersonal skills				Experience of managing staff and working with artists and other facilitators and commissioning and managing creative content	
Deliver income generating targets for informal learning events and manage the appropriate budgets		Experience of developing, delivering and administrating projects and managing budgets				
Plan and deliver evaluation frameworks and regularly contribute to reporting on KPIs and for other reports to prove the impact of programmes	Attention to detail and commitment to high standards of work	Knowledge of best practice for learning and engagement work in cultural settings				
Work on engagement projects across museum and act as an advocate for diverse audiences	Effective communicator with a wide range of audiences and confident in customer facing roles	Knowledge of best practice for learning and engagement work in cultural settings				

Assist the Development Director and Learning Manager with applications for funding contributing ideas and contacts, and fact checking applications with a knowledge of best practice in informal learning work	Good standard of written English	Knowledge of best practice for learning and engagement work in cultural settings			Experience of contributing to applications for funding programmes	
Work with marketing colleagues to devise and deliver plans to promote informal learning programmes	Keen to develop strong links with colleagues across the organisation to ensure the promotion of all TMM activities					
Support the integrated collections and programming department:			Self-motivated with a desire to learn new skills and information			

Additional Notes

As well as the experience and skills outlined above, we expect all of our employees to uphold the values of the Museum and to be passionate about protecting the good reputation of the Thackray Museum of Medicine.

All employees must be:

- Self-motivated, enthusiastic, and energetic
- Honest, reliable, and flexible

- Organised, confident and assertive

Finally, they must have an excellent standard of personal appearance.

This job description will be reviewed as part of the post holder's annual appraisal and is not intended to be a complete list of responsibilities.

You may be required to perform other duties within your capacity, commensurate with the general level of responsibility within the organisation.

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