

Charles Dickens Museum

1.	Job title: Education Officer (part-time 0.6)
2.	Location: Based in London at the Charles Dickens Museum 48 Doughty Street London WC1N 2LX
3.	Responsible to: Education Manager
4.	Salary: £24,000 (£14,400 pro rata) The post holder will be contracted for 24 hours per week worked across three days. The post-holder will normally work from 9.00 am to 5.00 pm on Tuesdays, Wednesdays and Thursdays during school term-time (incorporating a 30 minute lunch break taken flexibly), and may occasionally be required to work evenings and weekends, for which time off in lieu applies. It is expected that annual leave will be taken predominantly during school holiday periods.
5.	Main purpose of job: The Charles Dickens Museum is seeking an energetic and focused person to fill a key position within a small dynamic team. The Education Officer is responsible for dealing with the day-to-day administration of the schools' programme. In addition she or he will be teach approximately 50 school sessions across the school year, as well as assist with family events as required. It is an exciting opportunity for an education officer who is both keen to develop in the museum sector and thrives in a fast-paced environment.
6.	Principal duties: The following is not an exhaustive list of tasks but is indicative of the main responsibilities. <ul style="list-style-type: none">• Delivery of learning sessions to visiting school groups• Providing a strong central contact point for education volunteers and freelancers, including scheduling, providing weekly reminders of session details, processing invoices and providing on the spot support prior to and during education sessions.• Taking ownership for all administration associated with school bookings, including responding to teachers' emails and telephone calls,

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	<p>updating the education calendar, generating invoices, following up payments, maintaining statistics logs and providing the key contact between schools and the Museum.</p> <ul style="list-style-type: none"> • Leading on volunteer recruitment and volunteer tour training. • Setting up and reinstating the activity spaces before and after each session led by the freelance team, including ensuring that all resources are prepared and in place • Assisting with marketing, including mail outs and database management • Assisting with Family and Outreach activities. • Any other reasonable duties as may be required by the Education Manager.
7.	<p>Key relationships</p> <p>Internal:</p> <p>This postholder works closely with the Education Manager, freelance teachers and education volunteers, but will engage with all staff and volunteers on a daily basis. The Charles Dickens Museum relies on a small team of staff, and although each role has clear responsibilities, no one works in isolation; a spirit of cooperation is essential to maintaining a culture of mutual support and a positive working environment.</p> <p>In addition to a small team of paid staff, we have an extensive team of dedicated volunteers, regular education and curatorial interns, and non-executive Board members with a range of specialist knowledge and expertise.</p> <p>External:</p> <p>Schools and colleges</p>
8.	<p>Person specification:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of teaching in a museum, archive or heritage setting • A degree in English, History or a related field or equivalent relevant experience • An understanding of the challenges of providing high quality learning experiences in a non-classroom based environment • Comfortable and confident dealing with large groups of children and young people from 4-18 in a busy visitor environment • Experience of taking ownership for all aspects of administration relating

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	<p>to school visits</p> <ul style="list-style-type: none"> • Experience of building rapport with volunteers • Experience of marketing and promotion to schools • Ability to prioritise and manage a diverse workload and a number of tasks simultaneously and efficiently with a minimum of supervision. • Excellent communication skills – both written and oral – with a confident, friendly manner • Strong organisational skills and an ability to stay ‘one step ahead’. • Resilience under pressure. • Proven IT skills in Microsoft Office <p>Desirable (but not essential):</p> <ul style="list-style-type: none"> • A PGCE qualification in English or History • Demonstrable knowledge of the work of Charles Dickens and/or the Victorian period.
9.	<p>General Terms and Conditions:</p> <p>Contract: This is a part-time fixed-term contract, initially for one year, with the possibility of continuation as a permanent position.</p> <p>Hours: 24 hours per week, to be worked as noted above.</p> <p>Salary: £24,000 (£14,400 pro rata)</p> <p>Holiday allowance: 25 days annual leave (plus 8 days statutory public holidays) pro rata.</p> <p>Probationary period: 3 months</p> <p>Notice period: 1 week during the probationary period and 2 months thereafter.</p> <p>Pension: The Museum is part of the NEST pension scheme.</p>
10.	<p>Application Process:</p> <p>To apply for this position, please send your CV (including contact details for two referees) and covering letter detailing your relevant experience and skills in relation to this role:</p> <p>By email to: Sarah.Hutton@dickensmuseum.com</p> <p>Closing Date: Thursday 31st January 2019 at 5 p.m. GMT</p> <p>Interview Date: Tuesday 12th February 2019</p>

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11.	<p>Background Information:</p> <p>The Charles Dickens Museum was founded (as the Dickens House) in 1925 to preserve and promote the life and work of Charles Dickens, the greatest novelist of the Victorian era. It is fully accredited and is constituted as a charity (charity number 212172). The Museum holds the world's finest and most comprehensive collection of material (over 100,000 items) relating to Dickens's life and work. It was here at 48 Doughty Street (a Grade I listed building) that Dickens established himself as a writer in the 1830s and rose to international fame. The Museum also houses an extensive archive and research library used continually by leading scholars, and it is the headquarters of the international Dickens Fellowship. 48 Doughty Street is a place of pilgrimage for people from all over the world – fans, scholars, researchers, writers – and it is a place of learning for thousands of children and young people. We receive 200-300 visitors daily, as well as 50+ school pupils each day during term time.</p> <p>Website: http://www.dickensmuseum.com</p> <p><i>The Charles Dickens Museum Limited of 48 Doughty Street, London WC1N 2LX acting as the sole trustee of The Dickens House and the Dickens House Fund (registered charity number 212172).</i></p> <p style="text-align: right;"><i>January 2019</i></p>