

British Motor Industry Heritage Trust

Job Title: Education Officer

Salary: £20,000 (2-year contract)

Location: Heritage Motor Centre

Responsible to: Head of Collections & Interpretation

Job Purpose:

- a) To support the Head of Collections & Interpretation to identify, develop, manage and deliver the Trust's programme of formal and informal education sessions for schools, colleges, youth groups and other users which will include national curriculum-based sessions, driver training and other interpretative activities that will contribute to the sustainability of the British Motor Industry Heritage Trust.
- b) To assist the Head of Collections & Interpretation with the development of new STEM (Science, Engineering & Technology) based educational programmes for the Trust.
- c) Manage the Education Assistant and Casual Education Assistant team

Main duties and responsibilities:

- 1. To develop, deliver and maintain a comprehensive education service to schools, colleges, youth groups and other users.
- 2. Ensure optimum use is made of all allocated resources to achieve financial targets and identify and develop new income streams that will increase the sustainability of the department.
- 3. To establish and maintain good working links with other agencies and stakeholders at local, regional and national levels as appropriate to identify funding opportunities, promote partnership working and the development of Trust educational activities within the community especially in relation to STEM-based activities.
- 4. Assist the Head of Collections & Interpretation with the development of driver training initiatives at the centre, including the development of the 'DriveZone' project, including building links with local, regional and national training providers, youth and community groups and other third sector bodies.

5. Work with the Education Assistant to maintain a booking system and databases for visiting educational groups, schedules of activities and events and other office administration systems for the educational service areas, including the work of the Casual Education Assistants.
6. Contribute to the effective marketing and promotion of the Trust's programme of education sessions, driver training, interpretative activities and events including the preparation of promotional literature and the organisation and delivery of In Service Training for teachers.
7. Work with the Archive, Collections, Marketing and Events team to run holiday activities and other Lifelong Learning activities as required.

Performance Monitoring

1. Work with the Head of Collections & Interpretation to initiate and maintain systems to monitor and evaluate the effectiveness of the Trust's programme of education sessions, driver training, interpretative activities and events and report the results.
2. Assist with the collection and analysis of public and other feedback.
3. Assist with the monitoring of income and expenditure revenue estimates and production of regular management reports.

Liaison

1. Liaise, as necessary, with other Trust and Heritage Motor Centre (HMC) staff to benefit the efficient operation of the education service's programme of education sessions, driver training, interpretative activities and events.
2. Contribute to HMC and Departmental projects and working groups as appropriate.
3. In accordance with the provisions of the Health and Safety at Work Act etc. 1974 to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
4. Undertake any other duties commensurate with the role.

Criminal Records Bureau Disclosure - This post may result in you having substantial contact with children, the elderly, sick or disabled. The Trust requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. If successful in your application you will subject to an enhanced Criminal Records Bureau Disclosure.

Person Specification

Experience

Essential

1. Educated to degree level or equivalent in a science or technology subject
2. GCSE or equivalent Maths & English
3. Good communication skills
4. Demonstrable experience of delivering formal learning programmes

Desirable

1. PGCE or experience of heritage education
2. Effective management of staff or volunteers
3. Knowledge of the National Curriculum
4. Work with teenagers and/or youth groups in the voluntary sector

Skills

Essential

1. Excellent presentation and communication skills
2. Team player as well as self-motivated
3. Ability to work with people of all ages, background and abilities
4. Full driving licence

Desirable

1. Knowledge or interest in the motor industry and historic motor vehicles
2. Member of the Institute of Advanced Motorists (IAM)

To apply please send, by post or email, a full CV with a covering letter to:

Tim Bryan,
Head of Collections & Interpretation,
Heritage Motor Centre,
Banbury Road,
Gaydon,
Warwickshire. CV35 0BJ

E-Mail: tbryan9@heritage-motor-centre.co.uk

Closing date for applications: 21st March 2012