

**JOB DESCRIPTION**

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| **Job Title:**  | Reimagine Project Co-ordinator  |
| **Reports to:**  | Head of Learning & Engagement  |
| **Department**  | Engagement & Public Programmes |

**PURPOSE OF JOB**

As part of the Learning & Engagement team, under the guidance of the Head of Learning & Engagement, develop and drive an accessible and inclusive secondary age education engagement and connection programme at Brighton & Hove Museums (B&HM) that provides opportunities to engage with the organisation, its venues, gardens and the collections.

This role will ensure B&HM responds to the needs of a wide range of secondary educational requirements of schools, colleges and students in formal secondary education in the city.

The Reimagine Project Co-ordinator will be a champion for the involvement of secondary schools and their students in shaping our offer and will work with colleagues across departments to ensure that our offer supports the local curriculum.

**PRINCIPAL ACCOUNTABILITIES**

The RPC will have expertise in secondary education and provide tailored support to our learning and curatorial team.

1. Undertake a skills audit of our learning team, curatorial team and front of house team with regards to awareness and understanding of different communities, teaching practice, linking our collections to contemporary issues and meaningful engagement with different groups.
2. Inform the development of training opportunities in presenting/teaching skills, digital skills, equality and diversity, decolonising collections, understanding contemporary collecting and the secondary school curriculum.
3. Work directly with teachers across the secondary schools and colleges in Brighton & Hove to understand what role B&HM can play in enhancing education opportunities. Identifying the gaps in school provision and knowledge, and what teachers are looking for from B&HM in the future.
4. Develop a knowledge and skills sharing partnership by expanding our established Teacher Ambassador programme to include secondary school and sixth form college teachers.
5. Support the learning team in the development of new secondary schoollearning sessions and live brief activities.
6. Development a working practice group, including representatives from learning staff, teachers, pupils and the universities, to inform development of contemporary collecting policy.
7. Develop higher level partnerships with BHCC Families, Children & Learning Directorate, secondary schools and colleges and local universities.
8. Help embed learning into all areas of the organisation, so all staff are welcoming and supportive of school learning and the role the museums can play in developing a lifelong interest in culture.
9. Support the wider museum team with the development of policies and procedures, e.g. around safeguarding and risk assessment, focussing on the needs of secondary school groups.
10. Working with the B&HM Safeguarding Champion and Safeguarding Leads to ensure that all safeguarding policies and procedures for working with young people are implemented.

**General Accountabilities**

To develop practices within B&HM that uphold and develop the principles of B&HM’s Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health & safety and safeguarding of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. All staff will occasionally be asked to work front-of-house across any of our sites.

All staff will have an individual work plan explaining how they are contributing to the delivery of our vision and business plan which will be updated annually.

Every member of staff will work as one team looking after five sites and three gardens. They will:

* Be visitor focused and business-like.
* Be a great museum professional.
* Always be listening and learning.
* Be an ambassador for B&HM.

Your duties will be as set out in the above job description but please note that B&HM reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



**PERSON SPECIFICATION**

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| **Essential Criteria** |  |
| **Job Related Education and Qualifications and Knowledge** | * A degree in a relevant subject, or an appropriate professional qualification and/or a substantial and comparable level of knowledge, and experience relevant to the post
* Knowledge of current issues and agendas for museums and their cultural, educational and social inclusion role
* An understanding of the barriers that prevent secondaery schools and young people engaging with museums
* Knowledge of best practice in formal secondary education engagement and participation work
* Knowledge of a range of secondary school programmes
* Knowledge of working to confidential, ethical and professional boundaries
* Knowledge of safeguarding policy and best practice in working with young people
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| **Experience** | * Experience of working with secondary schools and their students, particularly those in economically deprived areas
* Experience of planning and delivering secondary school focused projects
* Experience of developing and maintaining partnerships
* Understanding of evaluation
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| **Skills/Abilities** | * Excellent communication skills, written & oral
* Evidence of an understanding of access issues
* Excellent interpersonal skills and the ability to get on with a wide range of people, especially those concerned with the needs of young people
* The ability to work as part of a team, to work alone effectively, to be self-motivated and to use initiative
* Good IT skills
* Excellent organisational, record keeping, time management and administrative skills
* The ability to motivate and lead young people
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| **Equalities** | * To uphold and carry out the duties of the post with due regard to B&HM Equalities and Equality in Employment Policies.
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| **Other Requirements** | * Awareness of the need to identify hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risks
* Must be prepared to work on the different B&HM sites, gardens and off-site at secondary schools or community spaces where necessary
* Willingness to work weekends and evenings
* Commitment to delivering a high level of customer satisfaction
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