

The Head of Education manages the creation and delivery of the JH education programme, sharing stories and information about Jersey's heritage and advocating for our users and ensuring there is a diverse range of opportunities for people to learn about Jersey's heritage.

Making an impact

You will lead and support the team creating and delivering the JH education programme and content, ensuring a diverse range of opportunities are available for people to learn about Jersey's heritage. You will advocate for learners, ensuring their needs are prioritised, and in so doing, increase the social, cultural and economic impact of Jersey's heritage.

Education programmes

You will manage the creation and delivery of education programmes aimed at sharing Jersey's heritage using Jersey Heritage sites, Island heritage sites, collections and content.

In collaboration with the education and wider teams, you will create the JH education strategy and manage its delivery. You will consider the Government of Jersey's Heritage Strategy, JH strategy and how JH might meet strategy goals.

You will manage the creation and delivery of projects which cater for a variety of learning needs, across a range of ages and interests including primary, secondary, adult learners and home schoolers as well as parents/carers, enabling intergenerational learning.

You will manage the creation and delivery of learning opportunities in a variety of formats, including taught sessions, talks, workshops, written and digital resources. You will consider and manage creative and innovative ways of sharing learning about Jersey's heritage, working with the JH team, partners and suppliers in and off Island.

You will consider the range of learning subjects available, how best to make those subjects available and accessible and how to best expand the range of subjects.

Alongside the education team, you will deliver some of the planned learning opportunities.

In collaboration with the team and the Head of Programmes you will identify and support opportunities for collaboration across the programme and across JH activity. You will work closely with the Curation and Experience Director, Head of Programmes, Head of Visitor Services and Head of Marketing.

In collaboration with the Curation and Experience Director and Head of Programmes you will consider how the education department can help achieve departmental objectives, currently set out in the *Heritage Connects* plan.

You will work with the JH Geoparks and Landscape Curator to plan the landscape learning programme. You will create the programme for the Young Archaeologists Club.

Alongside the Head of Human Resources you will lead on creating and managing the JH Safeguarding policy and practice.

Personnel Management

You will manage the education team, providing support and advice, managing their daily needs, setting objectives, monitoring performance on a regular basis and within the framework of JH strategy. You will ensure the team is trained in relevant museum education areas to carry out their duties.

Communication and Collaboration

You will build and maintain solid and effective relationships with learning providers, community groups, CYPES within Government of Jersey, volunteers and other stakeholders and work collaboratively on all matters relating to Jersey's heritage.

Working with the Head of Visitor Services, Head of Marketing, outsourced website manager and Communications Manager, you will seek and provide information to enable the communication of the education programme with JH staff.

You will work with the JH Access and Volunteer Coordinator to assess access needs of students.

You will represent JH publicly in all matters relating to the JH education programme.

Understanding the needs of learners

You will seek to understand the varying needs of JH learners, and consider how best to communicate with and cater for the needs of differing groups.

Future Planning

Working closely with the Director and Curation and Experience team and Head of Programmes, you will plan the future education programme. You will work with the Director on considering future budget requirements.

Budget management

You will manage the delegated education budget. In collaboration with the Director and Curation and Experience team, you will contribute to preparing an annual budget for consideration by the JH Board of Trustees.

Fundraising and financial performance

You will support wider Jersey Heritage fundraising initiatives. You will identify activities which could be sponsored and will work with the outsourced fundraising consultant and relevant staff on preparing sponsorship bids.

You will strive to be efficient and ensure cost effectiveness in all the work that you do.

You will work with the Head of Commercial Operations to identify possible income-generating initiatives and content.

Diversity and Inclusion

You will ensure that all interpretation produced across the programme is accessible and fit for purpose. You will ensure that there are opportunities to share stories from a range of voices, especially those that may have been absent in the past.

Evaluation and Development

During and following completion of projects, you will instigate or participate in project reviews and evaluations seeking feedback, developing and modifying activities to ensure continuous improvement.

You will consider front end evaluation for future projects and any data collection and analysis required to adequately measure impact.

Teamwork

You will be an excellent team player helping to create a great place for your colleagues (staff and volunteers) to work. You will be supportive and helpful to colleagues and volunteers, fostering a culture of good teamwork across the organisation. You will work closely with all other members of the Curation and Experience team to share knowledge, optimise efficiencies, follow best practice in respect of interpretation and deliver one coherent message.

You will work with the Curation and Experience team to create a rolling, well-balanced programme of events, activities, exhibitions etc. which will increase the social, cultural and economic impact of Jersey's heritage by appealing to both Jersey Heritage users and non-users, seeking to introduce new audiences to Jersey's heritage and culture and in so doing, connect more people with Jersey's heritage.

You will work closely with the Volunteer Co-Ordinator to create and manage opportunities for people to volunteer with JH education.

Maintaining Quality and Standards

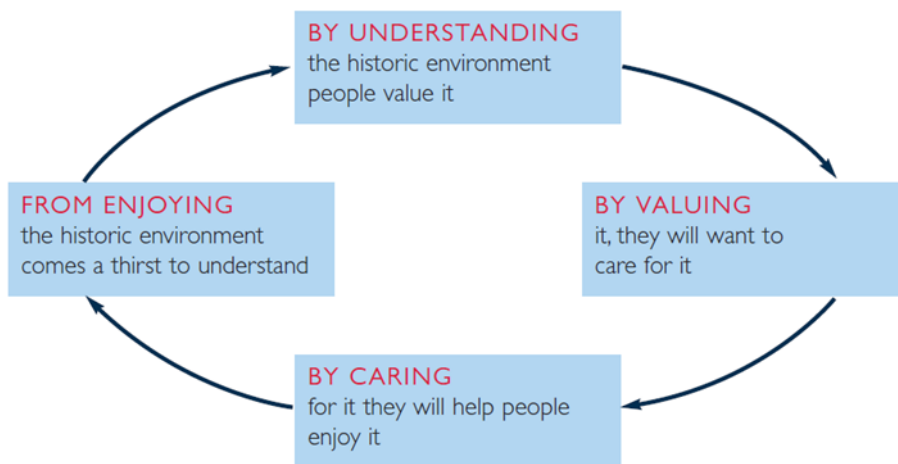
All work undertaken will follow curatorial best practice and be delivered in accordance with agreed internal and professional standards and protocols. You will adhere to and promote the Museums Association's Code of Ethics for Museums and the Archives and Records Association Code of Conduct for Archives.

Working Safely and Securely

You will take reasonable care for your own safety and the safety of others, including the public, staff, volunteers and contractors, by complying with health and safety and other related procedures to manage and minimise risk in daily operations.

Our strategy

Jersey Heritage is moving towards the Heritage cycle in conjunction with Government of Jersey’s Heritage strategy:



Scope of the Role

- Reports to:** Curation & Experience Director
- Location:** La Hougue Bie
- Working hours/Pattern:** Full time
- Line management:** 2 FTE (currently 1 FT and 2 PT)
- Operating budget:** Management of delegated education budget

Date of review: March 2024

Knowledge, skills and experience needed

A relevant post graduate qualification and/or a relevant professional qualification

A post graduate qualification in museum studies is desirable

Teaching experience is essential

A strong and effective communicator and presenter at all levels and audiences and in all formats but especially strong in communicating about Jersey's heritage to students of all ages and abilities.

A true team player willing to work collaboratively with colleagues in both immediate team and wider teams throughout the organisation and with partners

Ability to plan and organise. Able to work on own initiative and take responsibility for getting things done.

Experience of managing a team. The ability to manage and motivate people in a supportive and inspirational way.

Full, clean driving licence

The ability to think strategically, imaginatively and creatively

Strong collaborative, team-working and resilience skills

Good interpersonal skills with the ability to create and manage effective working relationships with partners and stakeholders to support programme development

Knowledge of and enthusiasm for Jersey's heritage.