

## PROJECT BRIEF



Fixed fee £14000.00

August 2019 – March 2021

<b>Title</b>	Sharing Cultures: Exploring Our Museum Learning & Access Development Officer – Wisbech & Fenland Museum Volunteer Project	<b>Reporting to</b>	Museum Development Director and Museum Curator
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### Project background and aims

Wisbech is a Fenland market town where local communities experience rural isolation and where educational attainment is low. There is a wider interest in supporting the social and economic needs of the town and community organisations are collaborating to provide greater positive experiences for local people and visitors. The town has one of the highest migrant populations in the county and there is an identified need to offer opportunities for greater integration between different cultures.

Wisbech & Fenland museum opened in 1847 and continues to collect, care for, and interpret the natural and cultural heritage of Wisbech and the surrounding Fens. The museum welcomes visitors from the whole community and beyond, inspiring them to find out about the history of the town, surrounding areas and its people. The museum is entering a period of exciting developments, increased programming and wider diverse engagement and has recently received funding from National Lottery Heritage Fund to develop 'Sharing Cultures: Exploring Our Museum'; which aims to use the museum's collections to better engage with the community.

Following an evaluation of the museum's existing formal and informal learning activities and resources, Wisbech & Fenland Museum is now looking to appoint an experienced freelance museum educator to develop the Museum's learning offer and to train, mentor and develop a small team of learning volunteers.

'Sharing Cultures: Exploring Our Museum' aims to improve Wisbech & Fenland Museum as a community resource especially for families and young people across Cambridgeshire through enabling the development of a skilled volunteer team to deliver learning activities in the museum and the wider community. It will provide new training opportunities for local people who have expressed an interest in volunteering at the museum. Training will include basic work skills, engaging with families as visitor guides and in learning how to develop creative workshops for target audiences of families and young people to meet their needs. Volunteers will also learn how to adapt their experiences to assist in the delivery of the museum's learning programme working with schools.

## **Key tasks and responsibilities**

The post will support the museum in developing a sustainable volunteer learning team to manage, administer and deliver learning activities in community settings and the museum.

The postholder will be responsible for ensuring the delivery of key outcomes as outlined in the Sharing Cultures: Exploring Our Museum Project Plan. They will work closely with the Sharing Cultures Project Officer.

- Develop a programme of training for volunteers to equip them with the skills to run formal and informal learning sessions in the museum or in community settings.
- Mentor and support learning volunteers, including support during session delivery to build confidence.
- Work with the Sharing Cultures Project Officer and volunteers to design and manage production of Family Explorer Packs in different languages to be used for learning and fun whilst exploring the permanent displays.
- Develop learning activities and events around Sharing Cultures to engage family visitors, community groups, young adults and schools.
- Assist the Sharing Cultures Project Officer and the wider museum team in planning two teacher CPD events.

### **Sharing Cultures activities and resources will incorporate:**

Key curriculum links to the collection

Good practice examples from across the sector

Opportunities to maximise audience development and community engagement

Existing learning strategies with an aim to enhance and update this provision

### **Sharing Cultures training sessions will:**

Be inclusive and well-structured to enable the group to learn together

Creative and focus on developing the confidence of the learning volunteers

Provide volunteers with information/ reference sheets

### **Audiences:**

Families

Children and young people

### **Duration**

Approximately 60 days over 18 months – August 2019 to 31 March 2021.

### **Person Specification**

Person specification	Essential / Desirable
Educated to degree level or equivalent qualification in Education, Heritage Learning or Museum Studies	E
Experience of working in a museum or heritage organization in learning	E
Experience of project management in a museum or heritage environment	E
Experience of initiating and developing learning projects, using historical materials, buildings or collections	E
Able and effective communicator (verbal and written)	E
Excellent interpersonal skills	E
Able to work on own and as part of a team	E
Able to demonstrate team-working ethos and strong motivation skills	E
Experience of working and coordinating with volunteers	E
Experience of IT: computer literate and social media skills	E
Passion for the museum sector and its significance in providing quality learning engagement	E
Able to work evenings and weekends as required	E
Experience in Museum Education or Outreach	E
Experience of community or partnership working	D
Working knowledge of using collections as learning media	D

**Wisbech & Fenland Museum will provide**

Curatorial support in developing collections led learning activities

Access to a small Teachers Advisory Group  
A workstation in the museum when on site if required

**To Apply**

Send your CV and a covering letter detailing your relevant skills and experience, and your availability by email to Martin Lawrence, Director, [info@wisbechmuseum.org.uk](mailto:info@wisbechmuseum.org.uk) by Thursday 29 August 2019.

Interviews will be arranged on receipt of CV and email.