

Job Description: Schools Coordinator

Job Summary

The post holder will collaborate with the Operations Manager on the Rail Room project, and lead the design & delivery of a high quality and dynamic programme of heritage rail-based educational visits for schools.

Salary:	Circa £ 12,000 (Full Time Equivalent £ 21,000+) This will be reviewed annually
Responsible to:	Accountable on a day to day basis to a nominated director of Millom Folk Museum Trading Ltd
Location:	Millom Discovery Centre, Station Building, Station Road, Millom, LA18 5AA

Duties & Responsibilities

General

- ❖ Ensure the project's operations with schools match the charitable expectations of the company
- ❖ Ensure the school project encourages staff/volunteers' team work, energy, & creativity
- ❖ Maintain a high-level knowledge of school procedures and requirements for educational visits
- ❖ Understand need to liaise with other organisations/bodies working on heritage based education

Project

- ❖ Working collaboratively with the Operations Manager, contribute to the successful delivery of the Rail Room project in developing the Millom 'Iron Town' story to include its railway heritage.
- ❖ Input and provide feedback to the display and interpretation of the heritage information depicting the growth of the railway and its impact on the economic & social life in the local area.
- ❖ Lead and manage the strategic development and implementation of a stimulating programme of educational visits working in partnership with the schools in Copeland.
- ❖ Promote the activities with schools, including use of social media/marketing.
- ❖ Re-activate the local schools' working group for the project.
- ❖ Provide suitable material for the schools, prior to the visit.
- ❖ Organise the subsidised transport of schools by rail to the Rail Room.
- ❖ Provide suitable material for the schools, during the journey to and from the Rail Room.
- ❖ Provide suitable material for the schools, after the visit, including feedback to the museum.
- ❖ Design and deliver rail-inspired activities e.g. talks, workshops, games, all of which reflect the heritage based aspects of the national curriculum.
- ❖ Lead and develop effective partnership working and collaborative arrangements with other organisations involved in the heritage based education of schools - including the rail industry, education establishments, local authorities, museum & heritage organisations.

- ❖ Manage the schools' financial aspects of the Rail Room project through budgetary control and monitoring; exploiting funding opportunities and supporting the Operations Manager in the preparation of reports.
- ❖ All duties should be carried out with a view to securing the future sustainability of the Rail Room and Millom Discovery Centre.

Person Specification: Schools Coordinator

Qualifications, Knowledge, Experience, Skills

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● NVQ Level 3 or equivalent qualification and/or relevant work experience ● GCSE Grade C or equivalent qualification in English/Literacy and Mathematics/Numeracy 	<ul style="list-style-type: none"> ● Teaching qualification ● NVQ Level 4 or above
Knowledge	<ul style="list-style-type: none"> ● Sound knowledge of the national curriculum ● Working knowledge of Health & Safety related policies and procedures and how they apply to the workplace ● Strong interest in local and national heritage ● Awareness of the work of Community Rail Partnerships ● Data protection 	<ul style="list-style-type: none"> ● Knowledge of a rail or passenger transport environment ● Awareness of local geography
Experience	<p>Candidates must be able to demonstrate experience of:</p> <ul style="list-style-type: none"> ● Working effectively in an educational environment with young people ● Successful partnership working with multi-agencies ● Delivering a responsive customer focussed service and developing service standards ● Effective data collation and storage ● Successful financial management ● Project management ● ICT competency using Windows based systems 	<ul style="list-style-type: none"> ● Working with volunteers or voluntary sector organisations
Skills and Abilities	<ul style="list-style-type: none"> ● Ability to relate well to and understand people particularly children and young people ● Excellent negotiation and communication skills, both written and oral 	<ul style="list-style-type: none"> ● Website development

	<ul style="list-style-type: none"> • Effective organisational, planning and presentation skills • Ability to travel and work flexibly including evening meetings or meetings outside Cumbria • Appreciation of the need to achieve value for money including maximising output from limited resources • Ability to motivate, work unsupervised, and develop oneself and the team • Ability to prioritise own workload and support others in the face of competing demands • Sensitive and appropriate handling of confidential and historic information • Ability to contribute and develop innovative and progressive ideas which enhance the Rail Room offer • Ability to represent the Millom Discovery Centre and act in partnership with other agencies 	
Other	<ul style="list-style-type: none"> • Current, clean driving license 	<ul style="list-style-type: none"> • First Aid certificate

Job working circumstances	
Emotional demands	Minimal but with regular face to face stakeholder and public liaison
Physical demands	Minimal with some lifting and carrying
Working conditions	Based at the Millom Discovery Centre; 20 workings hours flexible between 10am and 4pm six days per week; some Saturday working required; regular travel within and outside Cumbria; very occasional full weekend working; occasional outdoor exposure
Budget responsibilities	Less than £100,000 Sourcing income generation; identifying and exploiting funding opportunities
Staff responsibilities	Support the work of the Operations Manager and the volunteers

Other Factors

- The successful candidate will be required to undergo an enhanced check under the Disclosure and Barring Service to the satisfaction of the Museum Management Committee prior to confirmation of appointment
- A passport photograph must be submitted as part of the application process
- A probationary period of 3 months will be in place after which appointment will be confirmed or refused subject to the satisfaction of the Museum Management Committee
- The post is based on a fixed term contract, externally funded until July 2019. However, if the project plans are successful it is expected to become self-sustaining within that period and the contract renewed accordingly.
- No uniform will be provided but a professional appearance is required

This job is being funded by

