



JOB DESCRIPTION

POST: Learning Service Volunteer	DEPARTMENT: Royal Engineers Museum
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1. Job Title / Appointment: Learning Service Volunteer	2. Grade: N/A
3. Contract: N/A	4. Salary: N/A
5. Responsibility for Completion and Amendment: Education and Events Officer	
6. Date Implemented: May 2009	7. Review Date: Annually
8. Chain of Command: Museum Director Head Curator Education and Events Officer Learning Service Volunteer	
9. Subordinate Staff: None	
10. Main Tasks: To assist with the development and delivery of the Royal Engineers Museum Learning Service for schools and general visitor engagement. <ol style="list-style-type: none"> 1. Research and Development of resources for Primary and Secondary Schools. <ol style="list-style-type: none"> i. Those specifically to be based on the Museum website. ii. Activities for school groups visiting the Museum galleries. iii. Activity packs which may be rolled out for retail to schools. 2. Research and Development of new workshops for Museum's Formal Learning Service <ol style="list-style-type: none"> i. Research of topics related to the National Curriculum. ii. Maintenance of up-to-date knowledge of National Curriculum. iii. Contacting teachers to ensure Formal Learning Service is desirable and useful to them. 3. Creation and Implementation of visitor engagement activities <ol style="list-style-type: none"> i. Creation of museum quizzes & activities. ii. Development & delivery of children's holiday activities. 4. Delivery of formal learning workshops both on-site and in schools. <ol style="list-style-type: none"> i. Keep up-to-date knowledge of RE Museum's Learning Workshops & their delivery. ii. Ensuring the achievement of learning outcomes desired by teachers. iii. Facilitating the learning of all pupils involved in workshops. iv. Ensure all involved (teachers and students) have a positive experience. 5. Assist Education and Events Officer with project work undertaken by Museum Learning Service with outside partners. 	



11. Hours: 5 per week min

12. Qualifications / Experience / Training Required:

Experience of working with groups of children of varying ages.

Knowledge of National Curriculum desirable.

Ability to work without supervision, or as part of a team.

Good phone manner and communication skills.

Ability to independently research various topics.

Must be computer literate & comfortable with use of technology.

*All Volunteers will be subject to CRB checks due to the nature of post.