



## THE CHURCHES CONSERVATION TRUST

### Job Description

#### Heritage Learning Officer

<b>Purpose:</b>	To ensure the local CCT learning partnerships for the national 'Heritage Schools' project are effectively coordinated to deliver agreed project outcomes
<b>Responsible to:</b>	Operations Manager
<b>Number of hours:</b>	36 hours per week (net)
<b>Contract length:</b>	Fixed term to 31 March 2019, with possible extension
<b>Location:</b>	Regional Office
<b>Job Level:</b>	5

#### Task Description

The Churches Conservation Trust's national plan for learning 2015-18 sets out a commitment to heritage learning, clarifying the importance of life-long learning as a tool that fosters the innate public responsibility that is needed for the sustainable care of historic buildings. This externally funded project post has been made possible through a national collaboration between the CCT and Historic England which began in 2012 and continues with funding support from the Allchurches Trust.

The Historic England/CCT learning partnership brings added value to the wider Heritage Schools project by facilitating a much needed focus for schools on how to use local, historic churches as 'historic classrooms' on their doorstep. The Heritage Learning Officer will continue the development of a thriving core of learning activities in and around selected CCT churches and contribute to the development of a toolbox of generic church-based schemes of learning which will be made available on-line, through INSET and shared with the wider heritage church sector.

#### Key Tasks

##### **a) Capture and galvanise existing and potential learning partnerships**

The post holder will individually and jointly:

- Identify and renew networks of cluster schools and educational partnerships that have prior experience of working with CCT sites as heritage classrooms.
- Engage new schools, children and young people in the development of holistic learning experiences in CCT churches.
- Deliver a programme of learning activities in and through selected CCT sites, including heritage craft skills that fit in with the ethos and aims of the Heritage Schools project.
- Review the success of learning activities, documenting the evidence via regular project reports.
- Establish a selection of 'school managed' CCT sites.

## **b) Research, develop and promote a suite of generic learning tools**

Working with children and young people, the post holder will:

- Develop key learning themes and resources
- Share ideas with the Heritage Learning Officers 'team' and together draft pilot schemes of learning activities
- Pilot new learning activities with new school partnerships and the heritage church sector.
- Deliver INSET training to schools and teacher training programmes.
- Promote learning in historic churches with support from the regional Marketing Officer.

## **c) Establish and promote learning quality standards**

The post holder will:

- Develop and maintain a learning quality standard according to Learning Outside the Classroom (LOtC) guidelines.
- Work with local CCT Volunteering Officers to recruit and train a team of learning support volunteers.
- Provide support and leadership to a team of volunteers who will facilitate and support learning activities at key CCT sites.

## **Additional Information**

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

### **Data Protection**

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### **Safeguarding and Equal Opportunities**

The Churches Conservation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

## Person Specification

Requirement	E	D	How Assessed? Interview/Test/ Application
<b>Qualifications and Training</b>			
1. Degree or equivalent in heritage learning/teaching/or related area	E		Application
<b>Experience</b>			
2. Delivering pre-16 learning in out of the classroom environments	E		Application and interview
3. Developing learning resources/curriculum	E		Application and interview
4. Working with/in a heritage organisation		D	Application
<b>Knowledge, Skills &amp; Abilities</b>			
5. Awareness of HE Heritage Schools Project		D	Interview
6. Up to date knowledge of learning policies and legislation	E		Application and interview
7. Up to date knowledge of learning styles	E		Application and interview
<b>Personal Qualities</b>			
8. Able to influence at a senior level	E		Interview
9. Excellent communicator	E		Interview
10. Able to manage own time	E		Interview
11. Able to motivate others	E		Interview

### **Job Requirements**

These posts are based within CCT's regional office in Cambridge. The roles will involve travelling around the three regions and post holders will therefore need to be able to drive. An enhanced disclosure will also be required by the post holder.

### **Key Working Relationships**

Working to the line manager, the post holder will also have regular contact with the other regional Heritage Learning Officers, Volunteering Officers, Marketing Officers and the national Audience Development Group.