



## Job Description

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Job title:	Education Officer
Reports to:	Museum Manager
Line management:	None
Location:	Northern Ireland War Memorial (NIWM), Belfast
Hours of work:	30 hours per week
Remuneration:	<ul style="list-style-type: none"><li>- £23,978 per annum (£15.37 p/h)</li><li>- Defined contribution pension plan with employer contributions currently at 10% of pensionable pay</li><li>- Private health insurance</li><li>- Car park space</li></ul>
Expected work pattern	Monday to Friday 9.00am-3.00pm

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## Background

The Council of the Northern Ireland War Memorial (Incorporated) is a registered charity in Northern Ireland (NIC 103635) and registered as a company limited by guarantee (NI 002888).

The Northern Ireland War Memorial (NIWM) was established to provide an enduring memorial for the men and women of Northern Ireland who died in the two World Wars, and to commemorate the American presence in Northern Ireland during the Second World War.

Our Accredited Museum tells the story of Northern Ireland's role in the Second World War comprehensively and authentically through engaging exhibitions, publications, research, outreach and accessible learning programmes. In addition, the NIWM maintains war memorials to the fallen in the First and Second World War and the Belfast Blitz. The charity organises respectful commemorations, provides office and meeting accommodation to ex-service charities, and awards small grants to projects which are in line with its charitable objectives.

As a charity the NIWM is financially independent and is not reliant on external funding.

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## **Main purpose of the role**

The Northern Ireland War Memorial offers free and engaging primary school workshops which focus on the home front in Northern Ireland during the Second World War. These workshops support and enhance the NI Curriculum for Key Stages 1 & 2 and accommodate special educational needs.

The primary role of the Education Officer is to deliver primary school workshops in the museum using the museum collection as the focus for learning. The Education Officer will also provide learning workshops off-site as part of the NIWM outreach programme.

The Education Officer will assist with the development of new innovative and engaging workshops and resources which promote access to the collection for a range of audiences including under 5s and post primary schools.

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## **Key duties and responsibilities**

- Deliver primary school workshops in the museum and off-site, encouraging learning, enjoyment, and engagement with the story of Northern Ireland during the Second World War.
- Promote NIWM learning resources and liaise with schools to provide these pre and post visit.
- Assist with the development of new innovative and engaging activities, workshops and resources which promote access to the collection for a range of audiences.
- Be a point of contact for the booking of school visits, handling administrative tasks such as risk assessments, scheduling, and record keeping.
- Encourage, collate, and respond to feedback from schools.
- Be responsible for prudent management of resources associated with learning and engagement activities and seek out opportunities for grants applicable to the education programme.
- Monitor and evaluate the schools programme, adapting structure, content and delivery accordingly.
- Liaise with the Education Authority and other relevant stakeholders to promote the museum, the schools programme and learning resources.
- Promote the NIWM travel grant scheme.
- Communicate across identified target audiences, partners and stakeholders.
- Provide verbal or written reports as required by the Board.

## **General**

- Ensure that all communications are in line with the NIWM's vision and brand in a positive and authentic way.
  - Ensure the safety and security of staff, visitors, volunteers and the collection in line with the remit of your role, being familiar and ensuring compliance with all NIWM policies and procedures.
  - Support events in the museum during evenings and at weekends, as required.
  - Continuously develop and maintain personal professional competencies required to meet the business needs of the post.
  - Positively represent the NIWM to external organisations.
  - Any other duties deemed to be reasonably consistent with the role.
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## Employee Specification

### *Qualifications and training*

#### Essential

- A degree or equivalent in a relevant subject area such as museum studies; education; history; or a minimum of 2 years' experience in a similar or related role.
- Full current driving licence that enables you to drive in Northern Ireland and have a car available for business use **or** access to a form of personal transport that will enable you to meet the requirements of the post in full.

#### Enhanced

- Specific qualifications or training in areas like SEND (Special Educational Needs and Disabilities), mental health, or specific subject areas relevant to the role.

### *Knowledge*

#### Essential

- Knowledge of Northern Ireland during the Second World War and the Belfast Blitz
- Knowledge of the charitable purpose, vision and work of the Northern Ireland War Memorial
- A good understanding of the NI Curriculum

#### Enhanced

- An awareness of special educational needs
- Knowledge of current thinking around museum learning and engagement practice

### *Skills and experience*

#### Essential

- Demonstrable experience (either paid or voluntary) delivering object focused education workshops linked to curriculum outcomes, and of effective class management either in a classroom or museum environment.
- Excellent verbal and written communication and interpersonal skills.
- Ability to inform, inspire and engage with children and young people.
- Ability to think creatively and convert ideas to create imaginative and innovative activities and learning resources.

#### Enhanced

- Experience of creative media and digital technologies in heritage settings
- Experience in implementing health and safety requirements and risk assessments.

## *Personal attributes*

Alignment with NIWM values:

- *Authenticity*- passionate about putting our collections and research at the heart of everything we do.
- *Striving for excellence*- Fastidious attention to detail and strong work ethic, with high personal standards.
- *Working together*- Effective team player who enjoys contributing to positive and effective working relationships.
- *Respectful*- Polite and ambassadorial, treats everyone with dignity and respect. Demonstrates integrity, honesty, and respectfulness, supporting a work culture which values everyone, empowers our people and recognises their achievements.
- *Innovation* –Ambitious and imaginative about finding better ways to do things, embracing technology, partnerships, and new ways to share our stories and collections.