

Learning & Engagement Manager £30,000 FT

(Requests for 0.8FTE will be considered although on-site weekend working is required for this role)

Sulgrave Manor Trust

The Trust owns, maintains and operates Sulgrave Manor as a heritage visitor attraction. The Manor was built in 1539 by Lawrence Washington, direct ancestor of George Washington, America's first President. Saved from ruin in 1921 it was opened as a visitor attraction and as a symbol of the friendship between the UK and USA. Today we welcome day visitors, private and group tours, school groups and host related public events and functions celebrating the history of the house and its importance in international relations.

PURPOSE OF JOB

We are looking for an enthusiastic museum professional experienced in leading learning and engagement activities. You will bring our collections and historic property to life in a way that engages a wide range of audiences and makes our cause relevant to today's visitors. You will be responsible for our Learning & Engagement team of staff and volunteers who deliver day visitor experiences, schools programme and family activities.

Reports to: CEO, as part of the Management Team

Main responsibilities

- **Visitor Engagement**
You will supervise and deliver daily visitor talks, tours and stewarding.
- You will develop an offsite talk offer to support visitor engagement outside core opening hours.
- You will deliver informal learning activities such as summer holiday crafts and trails around the property.
- You will increase engagement with Sulgrave Manor Trust from a range of groups, possible partner organisations and audiences.
- You will evaluate success of engagement activities.

Schools and Learning Programme

- You will manage the development and take an active part in the delivery of formal schools sessions, currently supporting History and Science within the National Curriculum.
- You will work with Trustee Board to continue to deliver and develop the further/higher education online seminar programme.
- You will investigate possibilities for secondary school engagement in the area of international relations and political history.

Operational Management

- You will be a member of the Management Team
- Management of the staff member and volunteers in the Manor, organising rotas and pop-up talks during open days.

- You will act as Duty Manager, taking an equal share of the Sunday and Bank Holiday cover (1 in 5 from Apr- Sep). There may also be occasional weekend/evening events, which will require a more flexible work pattern.
- You will act as a key holder, be accountable for the security of the site.
- You will prepare and maintain records for Health and Safety requirements including induction & training for new staff and volunteers.
- Promote 'green museum' guidelines and protocols, where possible, to reduce environmental footprint and reduce energy consumption.

Person Specification

Knowledge, skills and experience:

Essential:

- Degree in relevant field and/or operational experience in historic properties
- Experience of developing and delivering primary school learning in a museum/heritage setting.
- Operational experience in relevant interpretation, engagement and event management / visitor operations in the heritage sector.
- Experience of giving talks and presentations.
- Experience of working with volunteers, and a good understanding of the different approaches needed to reward, recognise and motivate volunteers.
- Flexible approach, able to multi-task and work in collaboration with colleagues across the site
- Strong verbal and written communication skills

Desirable:

- Willing to contribute to original or imaginative ways to make elements of the collections or house that are difficult to reach accessible to all visitors
- Knowledge of visitor experience principles and approaches to optimising visitor enjoyment
Experience of community engagement projects.
- Experience of collections and archives.

For more information please email enquiries@sulgravemanor.org.uk.

To apply, please send a CV (no more than 2 sides of A4) and covering letter outlining how your skills meet the requirements for this role to alison.ray@sulgravemanor.org.uk.

Last date for applications: 9.00am 6th January 2025. *Please note applications will be assessed on receipt and a candidate may be appointed prior to this date, so early applications are advised.*