

# Candidate Pack

## Head of Learning and Participation

Full Time, 40 hrs per week  
Permanent Contract



# Introduction

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The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director, Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.

In June 2025, the Wallace Collection announced that Selldorf Architects, in collaboration with Purcell and Lawson Ward Studio, has been appointed to lead the design and delivery of a transformational masterplan for Hertford House, the museum's historic home in London. This ambitious project will reimagine and revitalise the museum's spaces for the 21st century, preserving the charm and unique character of the building while improving access, sustainability and visitor experience. A comprehensive fundraising campaign is being developed to realise the bold ambitions of the masterplan.



# Our priorities

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Since 1900 the Wallace Collection has upheld the principle of access for all. In our 125th year as a national museum, the next phase of our development must be driven by excellence in research and display, financial and environmental sustainability, and ensuring that we continue to inspire and engage visitors in an ever-changing world.

Over the next three years, we will deliver a series of ambitious aims that enable us to:

- Maintain, research and preserve the collection
- Broaden and deepen visitor engagement
- Develop ambitious exhibitions
- Build a strong financial foundation
- Implement a transformative Masterplan



# Learning at the Wallace Collection

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The Learning Department enables people of all ages to connect with the collection and develop a greater understanding and enjoyment of art. Through a range of opportunities that combine discussion, observation and creative activities, our digital and in-person learning programmes aim to inspire primary and secondary students and teachers, children and their families, adults and young people, and our diverse communities.

The Department also delivers accessible events for children and adults with special educational needs and disabilities (SEND), and for D/deaf and visually-impaired people. Our extensive outreach programmes connect with SEND schools across the capital, and with older people who are living with dementia or who are at risk of social isolation. Our online resources and films support self-directed learning in the classroom and at home.



# Role summary

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The **Head of Learning and Participation** leads the strategic development of creative and inclusive learning programmes to enable participation and diversify audiences. This includes universal, targeted and revenue-generating programmes onsite, online and in the community. They play a key role in driving the Collection's commitment to accessibility and EDI; this includes and is not limited to implementing programmes for people who have additional needs, who are underrepresented in museum audiences or who may otherwise not have engaged with the Collection's mainstream learning programmes before. They also chair the Collection's EDI Working Group.

The Head of Learning and Participation will have line management responsibilities for six Learning Producer/Coordinator staff roles and a small team of Learning Assistants. They also manage the Collection's relationship with a large pool of freelance practitioners and volunteers.

As a member of the Heads of Department leadership team at the museum, the Head of Learning has input into strategic museum decisions, particularly in regard to audience engagement. A productive and open relationship with the Collection's other departments is vital.

The Wallace Collection is embarking on a transformative Masterplan to future-proof Hertford House (Grade II listed) and deepen engagement with its exceptional collections, stories and visitor experience. Since the 2000 Centenary Project, visitor numbers have doubled, putting pressure on facilities and infrastructure. At the heart of the Masterplan is how The Wallace Collection can best meet the needs and expectations of both the current and future visitors and learning programme participants to achieve the Collection's strategic priority to broaden and deepen visitor engagement. A major bid to the National Lottery Heritage Fund is being developed and this position will play a critical role in supporting the development of the application and creation of the activity plan to shape the Collection's future learning and engagement activities.

This role reports to the Director of Collections and Research.

# Key responsibilities

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## General

- To lead and inspire Learning Department staff to achieve their objectives and ensure the Collection meets its wider strategic goals and audience development targets.
- To create and implement the Collection's strategy for learning engagement onsite, online and in the community, enabling the widest participation and diversifying the Collection's audience, consistent with the values of the EDI Working Group chaired by the postholder.
- Be directly responsible for the successful programming and delivery of the Collection's public events for adults, including free and revenue-based programming onsite and online.
- Be directly responsible for the delivery of targeted programmes and projects that help fulfil the Collection's commitment to EDI; this includes and is not limited to implementing programmes for adults who are underrepresented in museum audiences or who may otherwise not have engaged with the Collection's mainstream learning programmes before.
- Contribute to exhibition development in terms of accessibility and maximise opportunities provided by the Collection's exhibitions to enrich the Department's programming and maximise revenue-based activities.
- Ensure the Collection builds strong informal learning networks and partnerships to develop and enhance programme content, and to build participation in the public programme.
- Ensure learning staff work collaboratively with other departments to ensure the successful delivery of cross-departmental projects and wider organisational aims.
- Undertake the role of Safeguarding Lead for the Collection, helping to ensure that the safety of children and adults at risk is paramount.
- Ensure the Department's proactive compliance with the Collection's policies, including carrying out risk assessments and producing Method Statements.
- Profile, set and effectively manage the Department's expenditure and income budgets, devolving responsibility for expenditure and budget tracking where feasible.
- Support the Development Department in making funding applications to underpin the Department's work, managing the delivery of KPIs and ensuring funder reporting is completed as required.
- Support the development of the application to the National Lottery Heritage Fund (and other funding bids) for the Masterplan including the future activity plan incorporating activities at Hertford House, regionally and online.
- Undertake other duties as reasonably directed by the Collection; be flexible with availability outside normal working hours.

# Person specification

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## Essential

- Substantial experience of devising, leading and managing learning and engagement programmes in the cultural sector, preferably in a public museum or art collection.
- Experience of leading and delivering effective cultural learning strategies in support of audience development goals, with demonstrable knowledge of relevant learning pedagogy and best practice.
- Extensive experience of programming and overseeing the delivery of free and revenue-generating learning programmes for adults, both online and in person.
- Experience of working effectively with subject specialists and freelance educators, artists and writers to produce creative and ambitious learning programmes.
- Experience of managing a range of professional staff, fostering a positive and inclusive work environment.
- Have excellent written and verbal communication skills; have the ability to communicate clearly and effectively through direct delivery of learning content.
- Possess strong time management skills with an ability to plan effectively and manage competing priorities successfully.
- Hold a broad network of contacts outside of the organisation to draw upon for programming and partnerships.
- Experience of setting budgets and managing and reporting on financial operations.

## Desirable

- A degree in Art History, Fine Art or a field related to the Wallace Collection is desirable but not essential; equivalent work experience is relevant.
- Experience working on a successful bid to the National Lottery Heritage Fund (and other funders) for a major project is desirable but not essential.

# Salary, benefits and working hours

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The salary for this post is between £46,000 to £51,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**  
Alpha – a defined benefit occupational pension scheme (28.97%)  
Partnership pension account - a stakeholder pension
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**  
Services available 24/7 and 365 days per year to all employees  
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, flexibility will be required to work outside of normal working hours when necessary.

# How to apply

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Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by midnight **14/12/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on, **06/01/2026**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

**Start date: As soon as possible**

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



