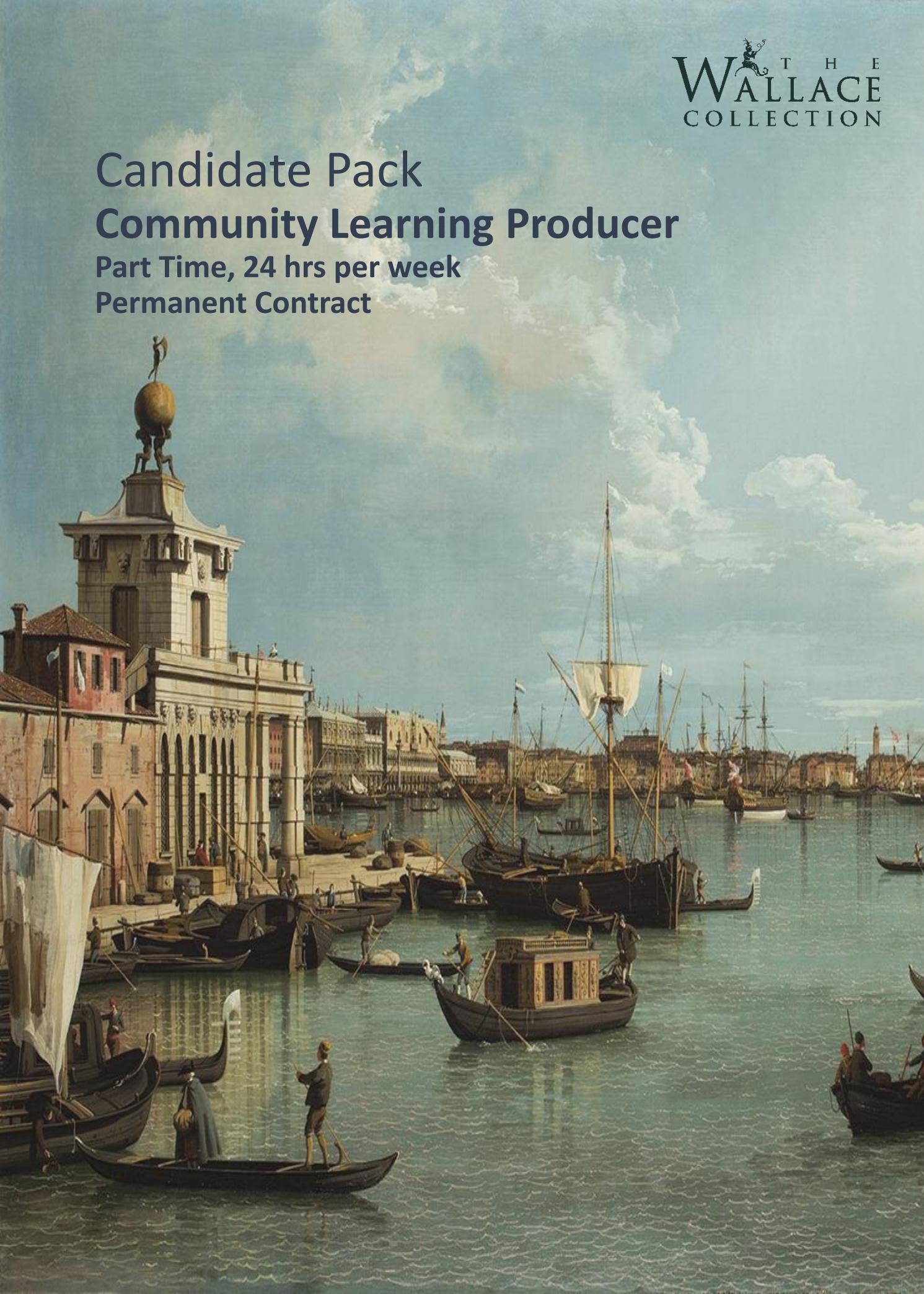


# Candidate Pack

## Community Learning Producer

Part Time, 24 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 18th and 19th 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 18th-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.



# 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

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 Community Learning Producer develops creative and inclusive learning programmes that enable participation for hard-to-reach and underrepresented audiences, with particular focus on older adults at risk of isolation and adults living with dementia. The role manages programme development and implementation digitally, onsite, and through extensive outreach in the community.

The role reports to the Adult Learning and Content Producer.



# Role description

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## Key Responsibilities

- Responsible for the day-to-day delivery of the Collection's community engagement programmes, ensuring they are of the highest quality, that they are fully accessible, and that they meet objectives for audiences, as well as funder and internal KPIs.
- Deliver the Collection's Out of the Frame outreach programme to engage older adults at risk of social isolation and adults living with dementia, in a range of settings including care homes, day centres, memory cafes and community centres.
- Produce opportunities for older adults at risk of social isolation, and adults living with dementia and their carers, to engage with the collection onsite through relaxed openings and creative and social activities.
- Implement community programmes digitally, onsite and through outreach, ensuring effective planning and delivery, and safe practice at all times.
- Develop effective working relationships with Learning Assistants, freelance educators, artists and writers to secure the most creative and accessible session content and delivery.
- Manage the delivery of all live sessions, including coordinating Learning Assistants and freelancers to host sessions online, set up sessions onsite, and deliver outreach sessions across London.
- Foster strong relationships with relevant charities and community organisations to grow participation; regularly consult with audience networks to develop and enhance programme content.
- Ensure effective programme reporting, administration and data recording, and evaluation; troubleshoot and proactively respond to feedback to improve the offer.
- Ensure efficient budgetary spend and accurate record keeping.
- Work with Marketing colleagues and the Head of Learning to promote community programmes through the website, regular newsletters and other promotional channels.
- Ensure proactive compliance with the Collection's Safeguarding and H&S policies, including carrying out risk assessments and producing Method Statements.
- Undertake other duties as reasonably directed by the Collection; be flexible with availability outside normal working hours when required.

# Person specification

## Essential

- Experience of working in the cultural learning sector, preferably with hard-to-reach and/or underrepresented audiences.
- Experience of working effectively with freelance educators, artists and writers to produce creative, ambitious and accessible learning programmes.
- Demonstrable knowledge of relevant learning pedagogy and of best practice for engaging hard-to-reach groups with cultural collections.
- Knowledge of and sensitivity towards the differing needs of community audiences; knowledge of current accessibility legislation.
- Excellent written and verbal communication; ability to communicate clearly and effectively through direct delivery of learning content.
- Highly-developed interpersonal skills with the ability to work with a wide range of individuals.
- Strong time management skills with an ability to plan effectively and manage competing priorities successfully.
- Ability to problem-solve and work on own initiative without close supervision.
- Good knowledge of administrative packages including CRMs, Microsoft Office365 and Zoom.

## Desirable

- A degree in teaching, Art History, Fine Art or a field related to the Wallace Collection is desirable but not essential; equivalent work experience is relevant.



# Salary, benefits and working hours

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The salary for this post is between £18,900 (£31,500 FTE) to £20,400 (£34,000 FTE) per annum dependent on skills and experience.

In addition, the post-holder will receive, pro-rated, 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 three-day week, with working days falling between Monday to Friday. The normal working day will be 09.00 to 17.00. However, occasional early morning and evening working will be expected as part of the role for which you will be given time off in lieu as agreed with your line manager.

# 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 08/02/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, **09/02/2026**. 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.



