



**FORMAL LEARNING COORDINATOR  
(Full-time)  
Permanent Contract**

**THE WALLACE COLLECTION**

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. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

**Salary**

£22,357 to £23,620

**Location**

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

**LEARNING AND DIGITAL AT THE WALLACE COLLECTION**

The Learning and Digital Department has two key aims:

- To develop an engaging and inclusive Learning programme, ensuring that all audiences (both in person and online) maximise their engagement with the Collection in the most meaningful and relevant ways to the individual;
- To constantly evolve and advance the Collection's digital presence and infrastructure to ensure efficient operations, to allow the museum to communicate effectively online, to better understand its audience and to expand its digital reach.

The Learning and Digital Department enables people of all ages to develop a greater understanding and enjoyment of art. Through a wide range of opportunities that combine discussion, observation and creative activities, 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 SEND, and for D/deaf and visually-impaired people. Its extensive outreach programmes connect with older people living in residential care as well as children and adults in long-term hospital care. And its growing range of downloadable resources support self-directed learning in the classroom and at home.

The Department also undertakes effective management of the Collection's digital systems including its CRM, website and CMS, ticketing system and participation in the global Bloomberg Connects app for smartphones, enabling the Collection to maximise its digital potential and its engagement with audiences online.

## **OVERALL PURPOSE AND ROLE**

To support the delivery of creative learning programmes for primary and secondary students, and teachers. This includes coordinating programme implementation digitally, onsite and through outreach in schools. The role is primarily focussed on administration and logistics, with opportunity to contribute to delivery where feasible.

### **Responsibilities**

- Support the day-to-day delivery of the Collection's programme for primary and secondary schools, helping to ensure that it is of the highest quality and that key objectives for the audience, and internal KPIs, are achieved by the team.
- Help coordinate programme delivery digitally, onsite and through outreach by ensuring the effective administration of bookings by school groups, and securing and preparing related spaces and resources within the museum, and online.
- Work closely with the Formal Learning Producer and Lead Producer on the delivery of all live sessions, including co-hosting sessions online, scheduling and supporting sessions onsite, and supporting the delivery of outreach sessions in schools.
- Support the delivery of the weekly Young Curators programme.
- Provide effective scheduling and resource allocation for the programme, including the allocation of booked sessions to freelance educators, upholding the department's Service Agreement framework.
- Collate and prepare relevant KPIs and other statistical data, and maintain and improve administrative systems to ensure effective recordkeeping and easy retrieval of information.
- Coordinate the programme's resources in terms of art materials, printed resources and equipment, ensuring the Studio and Cloakroom are kept clean, tidy and well-stocked.
- Record budgetary spend and maintain accurate invoice and payment records; administrate the Head of Learning and Digital's company credit card.
- Work with Communications colleagues and the Formal Learning team to promote the programme through the website, regular newsletters and other promotional channels.

- Ensure proactive compliance with the Collection's Safeguarding and H&S policies.
- Undertake other duties as reasonably directed by the Collection; be flexible with availability outside normal working hours when required.

### **Key Relationships**

Formal Learning Lead Producer

Formal Learning Producer

Freelance educators, artists and writers

Primary and secondary school teachers

### **Reporting Structure**

Reporting to the Formal Learning Lead Producer.

### **Person Specification**

Knowledge and Experience:

- Experience of working in the cultural sector, preferably in a role that relates to learning programmes, schools and/or young people.
- Desirable experience of working with freelance educators, artists and writers.
- Demonstrable knowledge and experience of programme/project administration and event/resource booking, including using CRM systems.
- Desirable knowledge of the national curriculum and priorities for schools and teachers.

Skills and Competencies:

- Excellent written and verbal communication; ability to communicate clearly and effectively.
- Good 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.

### **Salary, Benefits and Working Hours**

The Salary for this post is within the range of £22,357 to £23,620 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 membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

## **HOW TO APPLY**

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. 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 Sunday 31<sup>st</sup> October 2021.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on either 08<sup>th</sup> or 09<sup>th</sup> November 2021. 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: Mid December 2021 or Early January 2022

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.