

# Cornwall's Regimental Museum



## Role: Learning and Participation Manager

- Full-time (40 hour week)
  - £25k per annum
  - Flexible working including some weekends and evenings
  - 12 month contract
  - Workplace Pension (3% employer contribution, 5% employee)
  - 28 days annual leave (including bank holidays)
  - Extensive Training, Networking and Professional Development Opportunities
  - Place of work: Bodmin Keep
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## Summary

Would you like the opportunity to play a major role in the success of a vibrant independent museum? Do you have the knowledge, vision and project management skills to design and deliver a great programme of learning, community involvement and events to develop our audiences, increase diversity and support our values? Are you creative and great at involving and enthusing people of all ages? Can you bring people together to deliver positive results? Would you like excellent career development and networking opportunities to take your career to the next level? If so, this role could be for you.

We're looking for a person with great interpersonal and communication skills, an adaptable self-starter who will bring energy and commitment to the team. You will be solution-focused and flexible, able to develop, manage and deliver different strands of work simultaneously. You will be committed to diversity and accessibility.

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## Background to the Museum and this Role

Cornwall's Regimental Museum is housed in The Keep, one of Bodmin's most imposing and historic listed buildings. Behind its high walls, the extensive galleries display thousands of objects, including medals, uniforms, swords and guns, military drums and bugles, fine art and silverware, and unusual items such as a huge section of the Berlin Wall.

The museum was established in 1985 and has historically been funded largely by the Army and Regimental Charitable Funds. Army support will end in 2030 and we are working to transform ourselves into a sustainable and relevant cultural business.

In the last three years we have made great strides, becoming visitor-focused, engaging more diverse audiences and earning significantly higher income from our own activities. We now offer events and activities across the year and are actively working towards re-interpreting our building and displays. To us, military history is part of everyone's social history and it's relevant to everyone. We're actively working to break down preconceptions (sometimes negative) of what a military museum is and to build our audience of intergenerational families, young people and school pupils. We have seen considerable success and are now recognised for some great work with young people, people on the Autistic Spectrum and with other learning disabilities. We have also become a member of Cornwall Museums Partnership and are part of its Arts Council funded 'NPO' programme with other major museums in Cornwall. The funding we receive from this programme has enabled us to create this post and delivery of our NPO programme outputs is a key aspect of this role.

This new post will play a key part in building on this track record and taking us to a new level.

## Our Values

Our organisational values underpin everything we do and how we do it.

Understanding: We promote an understanding of the lives of soldiers and their families, military history, and our nation's wider history at home and abroad. We build understanding by encouraging dialogue, debate and presentation of different perspectives.

Active: We promote active learning and involvement by bringing stories to life through hands-on experience of artefacts and exploring ideas through questioning, creativity and fun.

Connecting: We connect different generations, exploring memories of the past, and making new ones. We make local, national and international connections with diverse civilian and military communities.

Respectful: We actively demonstrate our respect for diverse people, cultures and perspectives, and respect the commitment and sacrifice of military and civilian individuals and communities.

Quality: We pride ourselves in the quality of our customer service, knowledge and expertise, and we strive to share this via our welcome, research service, interpretation, stewardship and care of our collections.

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## The Role

The role of the Participation and Learning Manager is critical to our future success and to the delivery of our NPO activity programme.

Reporting to the Museum Director, and with the support of the museum team, the post-holder will be responsible for the following:

- Reviewing, developing and delivering the museum's formal learning resources and activities for both facilitated and self-guided visits, ensuring the museum offers a portfolio of school workshops that bring our collection to life and are of maximum relevance to schools, the curriculum (*both National and 'Inspire'*) and STEAM.
- Increasing school pupil visits by a minimum of 10% per annum
- Leading on the design, planning and delivery of museum events and activities to build audiences.
- Maximising the financial sustainability of the learning programme and events
- Delivering 3 tailored activities per annum for people on the Autistic Spectrum
- Recruiting, training and supporting volunteers
- Ensuring the smooth administration of bookings etc (*with administrative support from the museum's Apprentice*)
- Devising and delivering a successful 'Young Curators' programme
- Developing our work with Care Leavers
- Offering Discover, Explore, Bronze and Silver Arts Award experiences and achieving 1 Gold Arts Award each year.
- Delivering our annual Fun Palaces event

- Developing and delivering high-quality activities for older people who are living in a care setting
- Connecting with diverse community groups
- Working with the Marketing Manager to promote events, community participation and learning, building mailing lists and promotional communications
- Providing monthly performance data and periodic reports
- Ensure safeguarding, risk assessment and GDPR best practice is followed
- Participating in the Cornwall Museums Partnership Learning group
- Undertaking training where it will add value to the role and support your professional development.
- Carrying out other duties as required.

## Person Specification

### Essential

1. Commitment to equality and diversity and to the values of our organisation.
2. At least 2 years experience of working in a learning / participation role in museums, heritage or arts sectors.
3. Experience of working with children and young people, local communities and volunteers.
4. Experience of delivering successful public events.
5. Ability to work on own initiative,
6. Strategic planning skills combined with enthusiasm for hands-on delivery.
7. Excellent spoken and written communication.
8. Able to organise and drive projects within timescales and experience of managing budgets.
9. Good analytical skills and the ability to keep accurate records.
10. IT literate and demonstrable experience of using digital tools to increase impact.

### Desirable:

- Experience of delivering Arts Award at Bronze, Silver or Gold levels
- Experience of working with people with different / special needs
- Experience of partnership working
- Experience of reporting to funding bodies and carrying out project evaluation.

**This role will require a DBS check.**

### **How to apply**

Please complete the application form and return it to  
Mary Godwin, Director, Cornwall's Regimental Museum  
email: [director@cornwalls-regimentalmuseum.org](mailto:director@cornwalls-regimentalmuseum.org)  
by 12noon on Friday 24th May 2019

You will be informed of the outcome of your application by Thursday 30th May  
2019

Interviews will take place at The Keep, Bodmin on Wednesday 12th June.

**Contact Museum Director Mary Godwin on 01208 72810 for an informal chat  
if you would like more information.**