SULGRAVE MANOR & GARDEN
GEORGE WASHINGTON'S ANCESTRAL HOME

Learning & Engagement Officer

Location Sulgrave Manor
Hours of Work Zero hours contract, Mon to Fri between 9.30 and 4.30, with occasional weekend events.
Salary £13.50 per hour

The main purpose of this role is to welcome visitors to the Manor sharing stories and help them understand this unique property and its international significance. You will deliver engaging learning sessions as part of our formal schools programme for primary age children. During school holidays you will support informal family learning during open days and events.

Main Duties and Responsibilities

- Visitor Opening:
    - To open and prepare the Manor ready for visitors.
    - To be friendly and welcoming to visitors, sharing information about the property and its history.
    - To offer short introductory talks to visitors to the property.
    - To give guided tours, after appropriate training.

- School Programmes:
    - To ensure learning spaces are prepared for school visits.
    - To ensure the resources and children's costumes are in place ready and that they are put away ready for the next school visit or event.
    - To facilitate the schools programmes, including leading workshops independently and as part of a team to the highest possible standard welcoming all participants.
    - To ensure the Manor is locked and learning spaces cleared following visits, including light cleaning duties, for example sweeping the floor, wiping the tables and checking the toilets.
    - To have a good working knowledge of all aspects of the Schools programmes.

- Informal Learning and Family Friendly Activities
    - To assist with the preparation of informal learning at the property, including setting up themed activities, crafts and trails.
    - To facilitate the informal learning and family friendly activities, including leading activities independently and as part of a team to the highest possible standard.

Person Specification
Skills & Experience
Good education to further or higher level
Up to date knowledge of the National Curriculum (desirable)
An interest in history and particularly Tudor and Stuart history (desirable)

Excellent communications skills
Self-motivated and able to work on their own initiative
Confident presentation skills
Excellent team player
Strong time management and organisational skills

Proven experience of facilitating formal learning activities
Experience of facilitating learning activities and events for families
Experience of facilitating learning events for adults (desirable)
Experience of working in a heritage setting (desirable)
Experience of working with volunteers, ideally in a heritage setting and an appreciation of the key role played by heritage volunteers.

HOW TO APPLY

To apply for the role, please email your CV and covering letter to enquiries@sulgravemanor.org.uk. The deadline for applications is noon Friday 27th November. Interviews will be held on receipt of suitable applications.

All candidates shortlisted for interview will be notified by Monday 30th November. If you have not heard from us by that time unfortunately your application has been unsuccessful. Feedback will be available to shortlisted candidates only.

NB Contract type: This is a zero-hour contract, meaning we can't guarantee a set number of hours each week. While we aim to provide a consistent work pattern, flexibility is needed as schedules may change based on business needs. We'll try to give as much notice as possible. The role includes Bank Holidays.