

### **Draft Job Description**

**Job Title:** Learning & Engagement Officer

**Department:** Schools and Family Learning

**Salary:** £35,000

**Line Manager:** Operations Manager

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Purpose of the Job**

Deliver learning sessions for visiting children, young people and families to the Cathedral. These sessions will develop participants understanding of the Cathedral's history, their knowledge and understanding of the Christian faith and the role of the Cathedral within the church and society, across a range of curriculum areas and key stages. Sessions will take place onsite, as well as, on occasion via virtual classrooms

Support the delivery of family provision in the school holidays.

### **Main Duties**

#### **Schools**

- Deliver the full Schools and Family Learning offer of educational sessions to all students under the age of 18
- Provide support and assist the Learning Coordinator as needed and conduct administration duties in their absence
- Support with the delivery of all themed visits, workshops and special events

## **Family**

- Support delivery of the school holiday family programme throughout all school holidays, including Saturdays
- Assist with the delivery of large annual diocesan events for families and young people such as Messy Cathedral

## **Other**

- Support the Operations Manager when required with the training of volunteers and departmental staff
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time

## **Person Specification**

- Teaching qualification or equivalent relevant experience in teaching or facilitating the learning of children and young people, ideally in a cathedral, museum, gallery or community setting
- Proven ability to facilitate inspiring and engaging sessions with schools across all key stages and learning needs
- Demonstrable experience of engaging delivery of informal learning programmes
- Understanding of current best practice in formal and/or informal learning
- Ability to work flexibly and collaboratively as part of a wider team, including many different Cathedral departments and with volunteers
- Knowledge of the Christian faith and the ability to translate key themes from Christianity into engaging formal and/or informal learning activities
- Effective and clear communication skills both written and verbal
- Proven ability to prioritise, and ability to support with strategic planning
- Ability to be proactive and use personal initiative
- Ability to remain calm and work under pressure
- Proficient in Microsoft Office software

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.