



Job description: Learning Officer

Purpose of the post

War Memorials Trust (WMT) works for the protection and conservation of war memorials within the UK. The Learning Officer is responsible for planning, implementing and delivering WMT's Learning Programme, which is principally aimed at young people, and contributing to other elements of WMT's learning activities.

To succeed, you will need to have experience of education delivery or teaching and the enthusiasm to develop and deliver a programme that supports WMT's aims and objectives.

Principal accountabilities

Learning

- Develop, implement and promote the Learning Programme
 - Prepare and create materials for use by a variety of groups including schools (different key stages and across the curriculum) and youth groups such as cadets or scouting. This includes interactive learning ideas and project suggestions
 - Develop the tools to deliver the materials to relevant organisations including the website www.learnaboutwarmemorials.org, schools or group packs and talks/sessions that others can use (e.g. Volunteers)
 - Identify and develop partnerships with schools, youth groups and relevant sector organisations to trial materials, enhance cooperation and identify areas of collaboration
 - Deliver talks, workshops, lessons and assemblies to young people, as well as workshops and talks to teachers, as part of the outreach element of the role
- Review the role of volunteers in supporting the Learning Programme and, working with the Volunteer Officer, consider future activities
- Consider development of the Learning Programme beyond the centenary of World War I
- Work with the Head of Fundraising to attract and engage supporters for the Learning Programme
- Contribute as required to other aspects of learning within War Memorials Trust
- Contribute as required to War Memorials Trust Bulletin

Finance

- Contribute to managing the Learning Programme budget

Public relations

- Assist with PR work and contribute to development of this field of activity
- Responsible for representing War Memorials Trust when required

ICT

- Responsible for the maintenance, management and development of War Memorials Trust's learning website, www.learnaboutwarmemorials.org in association with the Director
- Contribute as required to War Memorials Trust's other websites

Other

- Report regularly on the Learning Programme to War Memorials Trust's Trustees
- Deputise in the absence of other staff
- Any other reasonable tasks as requested by and agreed with the Director