

Job Description

Job Title:	Education and Interpretation Officer
Location:	Mid Hants Railway Ltd, Alresford, Hampshire SO24 9JG
Accountable to:	Marketing Manager
Relationships:	Education and Events Assistant, MD, members of the Management Team, volunteers and employees
Salary:	£18k to 20K per annum, may be worked flexibly pro rata
Hours:	40 per week; 20 days paid annual leave plus 8 public holidays. Standard hours of work are 09.00 – 17.30 Monday to Friday. However, this post requires flexibility and it will be necessary to work some weekend hours, for which time off in lieu can be taken by agreement.
Fixed-term post:	24 months
Transport:	You will be required to drive to carry out this role and to provide your own car, and will be reimbursed for business-related mileage
Employment subject to:	Satisfactory references and proof of eligibility to work in the UK and obtain enhanced CRB.
Probationary Period:	6 months with a review at 3 months. During the probation period the contract may be terminated with one weeks notice by either party.
Application Address:	Anna Wilson-Barnes, Marketing Manager marketing@watercressline.co.uk Mid Hants Railway, Alresford Station, Alresford, Hants SO24 0JG
Application Deadline:	29 th February 2012
Interview dates:	Week commencing 12 th March 2012
Position Commencement:	1 st May 2012

About the Mid Hants Railway.

The Mid Hants Railway is a ten mile stretch of preserved steam railway, affectionately known as the 'Watercress Line' due to its historical connection with transporting this local crop. The Mid Hants Railway Ltd is the commercial arm of the Mid Hants Railway Preservation Society, a registered charity. It is a not for profit organisation that is funded by the generosity of its supporters and visitors. The Railway is a voluntary organisation, supported by a core team of paid staff, that aims to preserve, maintain and operate a heritage railway for the enjoyment and education of the general public.

Education and Interpretation Officer

Overall purpose of post:

This is a new role, funded by the Heritage Lottery Fund, to create and deliver interpretation and education opportunities that will empower all people to enjoy the Mid Hants Railway.

The role has people engagement as its key feature and involves raising awareness and promoting understanding of the Railway to different audiences such as schools, colleges, businesses, community groups, specialist groups and the general public. The Education and Interpretation Officer will aim to inspire new and positive learning and involvement in the Railway, to improve its role as a leading 'living history attraction', in three main areas:

- **Visitor Experience** - developing and implementing a wide range of new interpretive media to improve the understanding and enjoyment of the general public.
- **Education** - providing new curriculum linked education resources and activities for schools and colleges
- **Community outreach** - visiting community groups and schools to engage with people in their "comfort zone" to educate and promote awareness of the Railway.

Role and responsibilities:

Working with the Marketing Manager and other internal and external parties, the successful candidate will:

- Enhance people's enjoyment of the Railway by leading efforts to improve education and interpretation.
- Provide opportunities for learning about the Railway's heritage through work with the wider community.
- Help people develop the awareness, knowledge, attitudes, skills and participation that will support ongoing preservation and operation of the Railway.

The work will take place in a range of different situations and venues and can vary depending on the age, knowledge and interests of the people being worked with.

Tasks will include:

- Research, design, production and distribution of a range of interpretive media.
- Development, co-ordination and delivery of activities linked to the school / college curriculum.
- Working with other managers and departments to deliver education and interpretation opportunities on special projects and activities including experience days, gala events, children's character events, history events , lectures, guided tours and any other specialist provision.
- Working closely with colleagues in other sections of the Railway to deliver a high quality visitor experience.
- Preparation of materials and education resources and distributing them accordingly.
- Preparation of exhibition, learning and outreach programmes and activities and delivering them accordingly.
- Research and collation of source materials from internal and external parties.
- Liaison with schools, societies, local education authorities and other organisations.
- Ensuring day-to-day preparation of learning spaces and equipment.
- Managing volunteer and work placement involvement in learning and interpretation activities, including practical demonstrations.
- Allocation and implementation of budgets, projects, and project development work.
- Commissioning and managing suppliers.
- Supporting the preparation of funding applications to secure funding for learning and interpretation programmes.
- Day-to-day responsibility for updating web content as required in relevant area of working.
- Keeping accurate records of community and education services provided, including evaluations of programmes and contact information for participating organisations.
- Assisting with producing quarterly reports for inclusion within the Marketing Manager's report to the Board of Directors and any relevant funding-based reports.
- Working with other members of the marketing team to provide a cohesive and consistent Railway image.
- Contributing to smooth general office working at the Mid Hants Railway, and good communication between the MHR staff and all other involved parties.

Job Holder Profile

The successful applicant will be able to demonstrate experience in developing a range of interpretation and education resources and opportunities in a similar attraction or museum setting. With a keen interest in heritage issues, the applicant must:

- Hold a degree, vocational or equivalent qualification or experience in a relevant discipline.
- Have knowledge and experience of a wide range of interpretive media, educational and outreach methods and approaches in a variety of settings.
- Be resourceful and creative, with a proven ability to solve problems and provide innovative and practical solutions.
- Have excellent oral and written communication skills, with the ability to compile, write and edit interesting and accurate historical and technical copy; presenting information in a clear, concise and engaging way with appropriate language for each given audience. They must have the confidence and public speaking experience to deliver educational and outreach projects in a similar manner.
- Have experience of budget handling, project planning and the collation and use of resources.
- Have excellent organisational skills including the ability to work independently, prioritise, organise and manage own time and resources effectively day to day.
- Have a meticulous approach to project preparation and planning and meet deadlines and objectives without last minute crisis.
- Have outstanding interpersonal skills, enabling them to work effectively with, and motivate, colleagues from within the Railway and people from the wider community, and seek to build good working relationships.
- The physical stamina and dexterity to prepare for and manage outreach and learning programmes and workshops, transport materials, etc.
- Be approachable, open, polite and helpful to others, showing reliability and flexibility within the team.
- Be highly competent in the use of Windows/Microsoft Office-based computing skills, including Word, Excel, databases, email etc with skills in desktop publishing, and be able to maintain and update relevant web pages.
- Hold a current driving licence and appropriate insurance cover and be able to use own vehicle for work purposes.
- Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements and obtain a satisfactory enhanced Criminal Records Bureau check.