

### **Draft Job Description**

**Job Title:** Heritage Learning Officer

**Department:** St Paul's Cathedral Institute

**Line Manager:** Senior Content Development Manager

**Salary:** £35,000 per annum

*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**

The St Paul's Cathedral Institute offers a wide range of events, which seek to explore the big questions of life. Its work focusses on three key areas: faith and spirituality, art and history, and contemporary issues and ideas which are explored in a variety of different ways through talks, seminars, short articles, online conversations and podcasts as well as opportunities for quiet reflection.

Its events vary in size from lectures that attract audiences of over a thousand to smaller, quieter occasions with just a handful of people. Many of the events are filmed for viewing later or by people unable to travel to the Cathedral. In the last 12 months, approx. 7,000 people attended events online and in-person; the films of free events have been watched approx. 550,000 times.

The St Paul's Cathedral Institute sits within the Learning Directorate and works alongside the Schools and Families team to deliver high quality learning opportunities for adults.

Reporting into the Senior Content Development Manager, this role will be an integral part of the St Paul's Cathedral Institute delivering high quality events in Heritage and Art for a diverse audience.

## **Main Duties**

### **1. Online and in person events in heritage, art and architecture**

- Drawing data from our audience survey, curating a range of learning opportunities in the area of Heritage, Art and Architecture
- Support the Senior Content Development Manager with finding innovative and creative ways to engage new and diverse audiences with heritage, art and architecture
- Working closely with other members of the team to deliver high quality online and in person events
- Under the direction of the Senior Content Development Manager, ensuring that the Heritage Learning programme fits appropriately alongside the wider work of the Institute

### **2. Interpretation of the Cathedral's Memorials**

- Supporting the on-going work of the Cathedral's working group to interpret, and engage with, the Cathedral's memorials
- Identifying, supporting and delivering new initiatives that will engage a diverse audience in understanding and responding to the memorials in the Cathedral
- Facilitating and managing any work with external partners to deliver the work on memorials

### **3. Cross Departmental Collaborative working**

- Supporting the work of other team members of the St Paul's Cathedral Institute and also of the Learning Department for Schools and Families to develop a collaborative vision for heritage art and architecture and, where appropriate, to support wider learning events within the Cathedral or on-line
- Seeking out and fostering collaborative relationships across the whole Cathedral and encouraging cross departmental working throughout the Cathedral to support the vision for heritage learning within the wider Cathedral community

## **Person Specification**

### **Essential experience, knowledge and skills:**

- A knowledge and understanding of the issues involved in the delivery of heritage learning
- Demonstrable experience of participatory learning, gained through formal, informal or community settings
- Ability to translate key themes from heritage into engaging formal / informal activities
- Able to work sensitively and collaboratively with internal and external stakeholders
- Experience of networking and building successful partnerships
- Understanding of audiences and effective methods of outreach and engagement
- Effective and clear communication skills both written and verbal, and good interpersonal skills
- A collaborative team player who is also self-motivated with a proactive approach to work
- Strong administrative skills including Microsoft Office suite
- Able to use a variety of methods for evaluating engagement and participation
- A willingness to work evenings and weekends as required

### **Desirable experience, knowledge and skills:**

- Marketing, retail and/or contract management experience
- Project and / or programme management skills.

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels

- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.