

**Job Description for the Post of
Learning Officer
National Roman Legion Museum**

Background

Amgueddfa Cymru – National Museum Wales (the Museum) was founded by Royal Charter in 1907 as the ‘National Museum of Wales’ and was granted Supplemental Charters in 1991 and 2006. It derives its funding in the main from the Welsh Assembly Government as an Assembly Government Sponsored Body (AGSB).

Amgueddfa Cymru – National Museum Wales consists of National Museum Cardiff, St Fagans: National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum and the National Collections Centre.

Formerly known as the National Museums & Galleries of Wales, the organisation rebranded in 2005 and is now known as **Amgueddfa Cymru – National Museum Wales**.

As set out in the 1907 Charter the key purpose of Amgueddfa Cymru – National Museum Wales remains the advancement of the education of the public. This is to be achieved by caring for, enhancing and giving access to the Museum’s collections, which cover aspects of earth and natural sciences, fine and applied art and the archaeology and history of Wales.

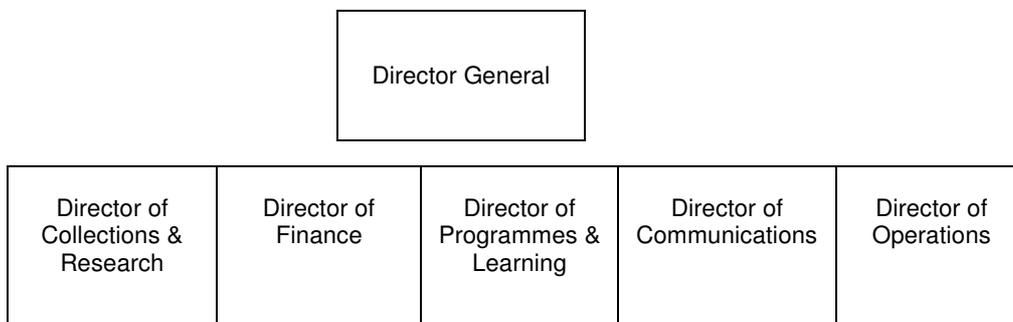
The aim of Amgueddfa Cymru – National Museum Wales today is to be

a world-class museum of learning.

In adopting such a principle, the Museum recognises that it needs to place learning at the centre of all that it does and must therefore be prepared to learn from others.

The Museum’s senior management group consists of the Director General and six directors.

Senior management structure



The National Roman Legion Museum was opened in 1850 by the Caerleon Antiquarian Association to house the many finds that had come to light in and around Caerleon. The Association (now the Monmouthshire Antiquarian Association) continued to run it on a voluntary basis until 1930 when the management of the Museum was transferred to the National Museum of Wales.

Initially, the Roman army built a fortress at Usk, however, the more easily accessible site at Isca or Caerleon was chosen as the fortress of the Second Augustan Legion in AD 74/5. The National Roman Legion Museum houses a large collection of artefacts from the Roman fortresses at Usk and Caerleon. This unique and special museum dynamically interprets the archaeology of the 300 years during which the Romans occupied what is now south-east Wales. In addition to an attractive display, the Museum runs a participative and stimulating education and events programme for all ages. The National Roman Legion Museum currently attracts approximately 65,000 visitors a year.

The monuments in Caerleon are cared for by Cadw: Welsh Historic Monuments and include the remains of the legionary fortress baths, the best example of an amphitheatre found in Britain and the best example of a Roman Legionary barrack block in Europe.

The post of Learning Officer is jointly funded by Amgueddfa Cymru – National Museum Wales and Cadw.

Main Purpose of the Post

To develop and implement an innovative learning programme to support the interpretation of the national collections at the National Roman Legion Museum and the monuments and to promote visits to Caerleon for educational purposes.

Responsible to:

The Museum Manager, National Roman Legion Museum, and functionally to the Head of Learning, or a person nominated by them.

Responsible for:

The postholder has management responsibility for one full time Education Support Officer, one part time Education Support Officer and one part time Administrative Assistant.

Principle Tasks

1. To maximise the educational potential of the National Roman Legion Museum and Cadw-owned monuments to the widest possible audience and for the benefit of visitors from all age groups.
2. To develop high quality bilingual resources and teaching materials to enable educational visitors to gain the maximum benefit from their visit to Caerleon. These may be published in print or electronically (CD ROM/ internet/video).

3. To ensure the Capricorn Centre provides a stimulating educational experience that interprets the Roman Fortress at Caerleon thus enhancing the visitors' experience of those sites. (The Capricorn Centre comprises a reconstructed barrack room, hands-on area and multi-purpose learning space.)
4. To be an active member of the Amgueddfa Cymru - National Museum Wales Learning team and to work closely with them to maintain/improve standards and to generate examples of good practice.
5. To lead projects which involve collaboration with the formal education sector in the preparation and best use of information, resources and teaching materials. Partners will include teachers, lecturers, Education Authorities, Teachers Centres and Education Business Partnerships (EBP).
6. To actively develop links with other Amgueddfa Cymru - National Museum Wales sites and disciplines.
7. To build on and develop partnerships with organisations involved with lifelong learning and adult education, such as the Basic Skills Agency and Newport University.
8. To liaise closely with National Roman Legion Museum curatorial and events staff to ensure best use is made of the resources of the Museum by the greatest number of people.
9. To deal with individual specialist enquiries by letter, phone or in person.
10. To undertake any other germane tasks as the Museum shall require.

Key Responsibilities

1. Manage the Education Support Officer and office staff in the Education department in Caerleon.
2. Deputise for the Museum Manager.
3. Development of high quality bilingual educational material.
4. Ensure the delivery of formal education and group visits and the maintenance of an up-to-date database and statistical records.
5. Management of budget.
6. Promotion of the site by direct mailing/contact/visits to schools and other organisations and individuals, including the production of educational marketing materials.
7. Provision of training/information in the use of the site and organising familiarization visits for teachers and group leaders.
8. Development of an effective system for booking and timetabling visits.

Qualifications, Skills and Experience

- Teaching qualification/experience is desirable.
- Degree or equivalent in a heritage related subject.
- Enthusiasm for promoting the educational potential of museums/heritage attractions.
- Knowledge of the Roman occupation of Wales.
- Experience of planning, delivering and evaluating learning resources/opportunities.
- Excellent interpersonal communication skills.
- Experience of managing a small team.
- Ability to work independently as well as within a team.
- Good IT and keyboard skills.
- Ability to speak Welsh is a distinct advantage.

Terms and Conditions

Salary: Grade F. £28,927.83 - £32, 843.56 per annum rising to a maximum of £39,368.91.

Superannuation: Amgueddfa Cymru – National Museum Wales has its own pension scheme, which is a final salary scheme.

Annual Leave: 27 days per annum on appointment rising to 32 days after 5 years service, plus one privilege day at Christmas.

Probation: The post is subject to a probationary period of 3 months.

Retirement: The normal age of retirement for Amgueddfa Cymru - National Museum Wales staff is 65.

Applications for the post of Learning Officer, National Roman Legion Museum

Please apply in writing to Kaye Blanch, Head of HR, outlining your reasons for applying, stating the skills and experience you have that are relevant to the post and e.mail to:

hr.jobs@museumwales.ac.uk by 5.00 pm on 5 August 2009

or post to the:

Human Resources Department
National Museum Wales
Cathays Park
Cardiff CF10 3NP

Telephone: (029) 2057 3306

Fax: (029) 2057 3370