

JOB DESCRIPTION

Role:	Education Officer	Role Created:	February 2025
Department:	Management	Last Updated:	February 2025

REPORTING STRUCTURE

Accountable to	Brontë Birthplace Limited Management Committee		
Reports to:	Education Lead - Management Committee	Salary:	£36,000 pa
		Hours:	Full time with flexible hours.

MAIN PURPOSE OF THE JOB

The Education Officer will play a pivotal role in guiding and overseeing the successful launch of Brontë Birthplace Limited. This exciting opportunity will lead on planning and delivering inspirational educational experiences to engage all areas of the community, both young and old. This individual will be responsible for coordinating and managing all aspects of education visits for both school children and adults, from the planning and creation of engaging teaching programmes through to operational execution such as performing the ongoing operational management of planning, leading and overseeing the whole process from booking in visits; planning and preparation and community engagement through to evaluation, educational research and future planning.

KEY RESPONSIBILITIES**Planning and Development****1. Planning and overarching aims:**

- Develop and deliver an educational action plan with implementation timelines. To evaluate action plans and to report back to the committee Education Lead and the wider committee;
- Conduct research into new learning opportunities and audiences;
- The planning of learning events, including practical aspects such as health and safety;
- Design and create programmes to engage all aspects of the community, including disadvantaged and low income communities;
- Events to include educational workshops, tours and talks for groups; larger parties or individuals;
- Researching and selecting artefacts and delivering presentations to visitors of all ages and backgrounds;
- Researching and selecting resources and artefacts that will bring history to life – curating a collection that tells a story and sparks curiosity;

2. Strategic planning:

- To work with the committee; Education Lead and the general manager of the Brontë Birthplace to create a strategic educational plan linking all key areas together;
- To work with the team to develop the Brontë Birthplace's educational strategy;
- To create a clear vision for our educational strategy which ensures alignment with all key stakeholders in accordance with the educational aims of the Brontë Birthplace;

Liaising with other professional bodies and the wider community:**3. Creating educational links:**

- Liaising with schools, businesses, local authorities and educational organisations to design and deliver

KEY RESPONSIBILITIES

- learning;
- To create links and produce workshops to fulfil the aims of 2025 Bradford City of Culture;
- Collating feedback from visitor learning experiences to implement action plans and improve future visits;
- Collaborate with educational institutions to develop outreach programmes, organise school visits and deliver interactive workshops which align with the national curriculum;
- Liaising with organisations to constantly research and seek varied ways to engage and inspire diverse audiences;
- Create interactive workshops that cater to different learning styles, ensuring that everyone who walks through the door of the Brontë Birthplace feels a sense of connection and belonging;

4. Operational and management set-up:

- To manage the educational online booking system;
- To manage educational volunteers and to match skillset to appropriate educational event;
- Management of educational programmes to ensure commercial success;
- Ensure that the Brontë Birthplace meets all required risk assessments including health and safety and safeguarding;

5. Management of events programmes:

- Work with key stakeholders of the Brontë Birthplace to ensure delivery of planned cultural, arts and heritage events;
- To produce a calendar of workshops/events to support 2025 Bradford City of Culture;
- To design and produce educational workshops to generate an income revenue scheme to support the ongoing work of the Brontë Birthplace;
- To liaise with the Marketing and Communications lead to plan an education communication strategy;
- To manage volunteers;

KNOWLEDGE, SKILLS & EXPERIENCE**Essential:**

- **Either** a Bachelor's or Master's degree in either primary or secondary education with strong evidence of interest in history/heritage/the arts; **or** a PGCE with a relevant Bachelor degree, **or** a Bachelor or Master's degree in history; art history; museum studies; English literature and experience of supporting education/teaching of children or wider groups of the community; *please note – although a teaching qualification is not an essential requirement, experience of working with members of the public in delivering projects is a strong essential skill;*
- Multi-tasking and organisational skills: able to manage various projects simultaneously, knowing how to prioritise tasks;
- Cultural Sensitivity - understanding and respecting cultural differences to ensure that all areas are inclusive, relevant, and resonate with diverse audiences;
- Experience in managing people and running events, demonstrating effective leadership and team-building skills;
- Excellent communication and interpersonal skills, to keep stakeholders informed and engaged;
- Strong networking skills with the ability to engage with a diverse range of groups and individuals;
- Self-motivated and ability to thrive in a dynamic and fast-paced environment;
- Innovative thinker with a proactive approach to problem-solving;

Preferable:

- A passion for the Brontës and history/local history;
- Experience and keen interest in the arts, heritage and culture arena;

KNOWLEDGE, SKILLS & EXPERIENCE

- Strong presentation skills;
- Strong IT skills adept in all MS office applications and with strong report writing skills;

APPLICATION PROCESS

Interested candidates are invited to submit their CV and cover letter, providing two references (of which one should be from recent employer) to the Education Lead, Brontë Birthplace Limited at education@brontebirthplace.com Please include "Education Co-ordinator" in the subject line.

Application deadline 11/4/2025
 Expected interviews w/c 21/4/2025

Brontë Birthplace Limited is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

SIGN OFF ACTION	NAME	SIGNED	DATE
Job Description Approved			
Role Holder			
Direct Line Manager	Gillian Wilson		