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| Job Title: | Education Coordinator | Place of work | Erasmus Darwin House/home |
| Salary | £11 per hour  | Hours  | 15 hours per month  |
| Reporting to  | Manager | Date Posted: | 1 November 2021 |
| Application closing date  | 15 Dec 2021 | Position start date  | 1 February 2022 |
| Please send a copy of your CV and a covering letter, explaining why you feel you would suitable for the role by post or email |

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| Email to :enquiries@erasmusdarwin.org  | Post Marie BurbageManagerErasmus Darwin HouseBeacon StreetLichfieldWS13 7AD |

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| Job Description |
| Overview Darwin House is an independent, accredited Museum that was once the family home of doctor, inventor and published poet Erasmus Darwin (1731 – 1802). With its unique place in Georgian history Darwin House showcases the breadth of Erasmus Darwin’s interests and achievements which laid the foundations for his grandson and evolutionary biologist Charles.The museum needs to generate income to cover it’s running costs and as such, relies on the income from additional activities such as corporate room hire, weddings, events and school visits, together with a small admission fee. The education Co-ordinator would liaise with local schools to book educational visits to the house, make all the necessary arrangements for the visit and continually develop the education offering. Role and Responsibilities * Act as the point of contact for local schools for educational activities
* Organise and deliver educational activities.
* Ensure that all educational and children’s activities are relevant to the aims of the Foundation.
* Evaluate all educational and children’s activities to ensure their continual improvement.
* Liaise with teachers, other museums, attractions, and outside bodies as appropriate.
* Continue the development of the range of educational resource material.
* Oversee the organisation of the team of education volunteers, including arranging for staffing of activities.
* Liaise with the Manager to promote educational activities.
* Administer educational bookings efficiently in collaboration with the Manager.
* Ensure that all appropriate legal requirements, health and safety protocols and good practice are followed at all times.
* Act as the safeguarding officer for educational activities.
* Produce an annual report of educational activity

Qualifications and Education RequirementsEducated to degree levelMust have an enhanced DBS checkPreferred Skills* Written and verbal communication skills, including confident public speaking and active listening
* Superior knowledge of subject to be taught
* Conflict resolution and classroom management
* Organisation and time management
* Creative thinking to engage students and develop innovative solutions to aid learning
* Computer literacy including use of email, word, excel, calendar and power point
* Record keeping
* Flexible
* Able to work as part of a team
* Self-motivated
* Experience of working in a museum environment ideal but not essential
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