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**Education and Engagement Officer**

**Department: Education and Engagement**

**Commitment:** The education team works Mondays and will require a commitment of either a morning session (10.30-1) or an afternoon session (1-4) twice a month for a minimum of three months.

The Old Police Cells Museum preserves 13 original police cells, the loaned Sussex Police collections of objects and documents and the museum’s own collection. It provides visitors with a unique opportunity to visit the old Brighton police station which comprises the male cells, female cells, male washrooms, uniform store areas, and a comprehensive collection of police artefacts and memorabilia.

We’re looking for 2 volunteers to support us in the education and engagement department. The education and engagement department devise and deliver tours and activities for school and college groups.

**What’s involved?**

In this role you will:

* Coordinate the education programme
* Deliver education programme
* Manage education volunteers
* Conduct education tours
* Liaise with external education providers to help expand the education offer
* Work with management team to develop an outreach programme

This role will be a management role within the museum so the candidate will need to have previous experience of:

* Managing a team of people, either paid or voluntary
* Working with children or young people

It is desirable that the candidates have experience in the national curriculum and working within an education setting.

You will also need to be:

* Enthusiastic, approachable, and friendly
* Willing to provide tours to the public and young audiences
* Able to communicate with a range of people
* Organised

The museum team is currently made up of two paid members of staff and a team of dedicated volunteers. Although most of the time you will be focused on working within the team you sign up to, as the team is small you will need to be willing to get involved with several activities when required. You will be able to work effectively as part of a team as well as on your own, using your initiative. You will also be required to attend an induction session so that you are aware of and comply with the relevant museum policies. On-the-job training will be provided.

**Why get involved?**

* Develop skills and experience in museum education
* Be a part of a friendly team
* Meet new people and contribute you time and skills to the local communities
* Develop a general knowledge and understanding of museum practice
* Gain skills and experience whilst contributing to the work of the museum

**How to get involved?**

Please email your cv and a cover letter (no longer than one A4 side) detailing why you would like to join our team and your availability by Monday 24th October 2022 to [enquiries@oldpolicecellsmuseum.org.uk](mailto:enquiries@oldpolicecellsmuseum.org.uk)

Please put EDUCATION AND ENGAGEMENT OFFICER in the subject line of the email.

Please note, due to the volume of applications, you will only hear from us if you are invited for an informal chat to assess your suitability for the role.

We look forward to hearing from you!