



NATIONAL MEMORIAL ARBORETUM

Job Title Learning and Participation Officer

Reporting To Head of Learning and Participation

Role Purpose

The Learning and Participation Officer at the National Memorial Arboretum supports the Head of Learning and Participation in developing, coordinating, and delivering educational and participatory programmes that engage visitors, students, families and community groups with the Arboretum's mission, memorial sites, and heritage. This role involves creating and delivering learning and participation experiences, workshops and events with the support of a team of learning volunteers.

Key Responsibilities

Programme Delivery

- Develop, and implement educational programmes, workshops, participatory and family events that align with the organisation's goals and objectives.
- Development and creation of supporting documentation and physical resources used for the L&P programme.
- Coordinate, timetable and brief all Learning Volunteers for all activity on and off site.
- To work with the Head of Learning and Participation and wider Arboretum team to develop engagement opportunities for all visitors.
- Delivery and facilitation of both formal and informal workshops sessions (Term time and school holidays)
- To organise and manage all practical elements of visits and workshops at the National Memorial Arboretum including sourcing and preparing of any materials and resources.
- Design and deliver work experience programmes for students age 14+
- Support and deliver young people's volunteering programmes- Duke of Edinburgh and Young Arboretum Ambassadors.
- Support on large scale events on site representing Learning and Participation.
- Coordinate the Lifelong Learning programme.

Systems and Documentation

- Supervise and maintain an efficient and effective bookings system, generating statistics and a dedicated learning database.
- Gather and monitor visitor data and case studies.

Curriculum Development

- Collaborate with subject matter experts to develop and refine curriculum materials that are engaging, informative, and align with the organisation's educational goals.



- Stay updated on industry trends and best practices to ensure program content remains relevant and up-to-date.

Internal and External Relationships

- Collaborate with RBL Remembrance team.
- Work closely with marketing and communication team to input into developing strategies to promote learning and participation programmes and events to the target audiences.
- Develop and build external relationships with schools , colleges and universities.

Feedback and Evaluation

- Implement assessment tools, surveys, and feedback mechanisms to gather participant input and measure program effectiveness.
- With the Head of Learning and Participation review and assess collected data to make informed decisions about programme improvements and adjustments
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Head of Learning and Participation.

This job description reflects the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

General

- To work in accordance with The Royal British Legion's shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).

PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Good standard of education to degree level or equivalent	E	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Experience of working with children and young people and delivering formal and informal workshops.	E	Application/Interview
Experience of managing learning formal and informal programmes	E	Application/Interview
Experience of working with different interest groups e.g. Scouts/Brownies/Cadets	D	Application/Interview
Experience of creating educational and participatory activities	E	Application/Interview
Working knowledge of school education	E	
Knowledge of informal education sector	E	Application/Interview
Awareness of Remembrance topics in the UK	D	Interview
Experience of managing resources and budgets	D	Application/Interview
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p>Excellence We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>approaches, challenge each constructively and are willing to learn.</p> <p>Valuing our People We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		Interview
SKILLS & ATTRIBUTES		
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Interview
Ability to work with a variety of people and age groups	E	Interview
Strong planning and organisational skills - able to prioritise workload effectively	E	Interview
Strong team player - able to work effectively with diverse client groups	E	Interview
Strong IT skills – competent user of MS Office and familiar with in-house database systems	E	Interview
Empathy with mission and values of the Legion/NMA	D	Interview