

# Job description

<b>Job Title:</b>	<b>Learning &amp; Outreach Officer</b> <b>(Schools and Young People - Engagement and Delivery)</b>
<b>Salary:</b>	£25.000 per annum
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Reports to:</b>	Director Exhibitions & Public Engagement

## About Black Cultural Archives

Black Cultural Archives was established in 1981 to collect, preserve and celebrate the history and culture of Black people in the UK. Black Cultural Archives' collection spans several centuries, including personal papers, rare books, periodicals and press cuttings, photographs, and other artefacts, reflecting the history of the African Diaspora and the presence of Black people in Britain.

Our growing collection of original archives and innovative research constitutes a lasting record of the richness of the Black experience in Britain. BCA has a history of over 30 years of community activism, but no archive or building. On 24<sup>th</sup> July 2014 after many years of fundraising and planning Black Cultural Archives opened a permanent home in Brixton.

The educational aims of Black Cultural Archives is to provide a comprehensive programme of Black History workshops for children in primary and secondary schools throughout Britain. To work with teachers and provide CPD programmes on Black History based on BCA's archive collection.

To engage with adult learners and collaborate with Universities and Higher Education institutions.

Our primary funders are the Heritage Lottery Fund and the London Borough of Lambeth. We are also supported by a number of trusts and foundations that support learning.

Black Cultural Archives operates from 1 Windrush Square, Brixton SW2 1EF.

Visit our website for more information - [www.bcaheritage.org.uk](http://www.bcaheritage.org.uk)

## About the post

Black Cultural Archives is seeking a highly motivated and experienced professional, with a proven track record of developing and delivering school workshops to both primary and secondary schools and to take forward a dynamic youth and adult learning engagement programme.

You will work closely with the Director Exhibitions & Public Engagement, Archivist and

internal and external stakeholders to promote Black Cultural Archives' learning initiatives, collections and our archive projects.

You will be responsible for contributing to the planning, developing, delivering, marketing and evaluating of learning workshops and events, focusing on schools and young people. This includes delivery of family events and Youth Forum events.

You will be adept at balancing planning with event delivery. You will work with volunteers and freelancers to create and deliver learning resources and activities that are linked to the national curriculum. You will deliver projects for after school and holiday clubs.

## **Overall Purpose**

You are a key member of the BCA Learning Outreach and Public Engagement Team. You will develop viable programmes for school groups, young adults and communities using BCA archive material. Administrative accounting of programmes, including evaluation in formal and informal settings.

## **Main Duties and Responsibilities**

1. Plan a BCA schools programme that uses BCA archive materials and is underpinned by the objectives of the national curriculum for Key Stage 2, 3 and 4 in a range of subjects. Develop, plan, design and deliver the youth forum programme for learners aged 18-25.
2. Develop educational events for schools and communities based on BCA major exhibitions.
3. Work closely with the Director Exhibitions & Public Engagements to develop the learning programme, including undertaking research and market testing for proposed activities.
4. Engage and develop collaborative relationships and partnerships with a range of stakeholders including young people, teachers, schools and further education providers across the education and heritage sectors.
5. Work closely with Director Exhibitions & Public Engagement or named Trustee to identify potential funding sources for core programme of activities and assist with funding proposals to actualize the vision and ambition for all BCA learning.
6. Identify and develop strong partnerships with teacher training providers to market our continued professional development programme.
7. Develop and deliver Black History CPD courses to equip trainee teachers with the specialist knowledge and skills required to teach Black History effectively.
8. Research and keep up to date with newly published literature and debates around Black History, attending BCA's history courses and other opportunities.
9. Develop, train and maintain current and new learning volunteers to directly support schools and young people.

10. Work to quality assurance systems: maintaining up-to-date work records, undertaking consultation, evaluating and keeping a tally of numbers for all workshops delivered.
11. Remain within the constraints of allocated budgets, meeting deadlines and schedules.
12. Contribute to processes that produce and publicise the learning programme of events and activities, including drafting copy for brochures, maintaining mailing lists and using social media.
13. Prepare written reports as required on the progress of the learning programme.
14. Represent the work of Learning at internal meetings by participating in staff meetings, providing written and verbal reports as required.
15. Represent the organisation at external meetings as required.
16. Work closely with all staff to recruit volunteers to write and produce educational materials, on-line resources and publicity, aligned to the organisation's schools and young people programme.
17. Research and keep up to date with newly published literature and debates around Black History, attending BCA's history courses and other opportunities.
18. Perform such other duties as may be allocated by the Director Exhibitions & Public Engagement, BCA Trustees and senior staff.

## Person specification

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<b><i>Qualifications</i></b>	Teaching qualification level 4 or above	Youth Work Certificate or Diploma
<b><i>Experience</i></b>	At least 4 years (full-time equivalent) relevant experience	Knowledge of Black history in the UK and subjects that relate to the Black Cultural Archives
	Experience of engagement and developing long and short term relationships with schools, headteachers, cluster groups and youth led services	Experience of delivering social and cultural education in different youth settings and to different age groups.
	Experience of developing curriculum related schools workshop materials	
	Experience of designing and delivering presentations, facilitating workshops, debates and, conferences for a range of audiences in both formal and informal settings	
	Experience and ability to recruit, train, maintain and work with volunteers in schools, youth and community teaching and learning environments	
	Experience of researching and planning education projects related to Black history in Britain (e.g. conferences, seminars, study days, talks, schools and community groups programmes), nationally and/or internationally, using archive collections	
<b><i>Knowledge and understanding</i></b>	An appreciation of contemporary issues and pressures facing young people	

	Understanding and knowledge of the education system and latest OFSTED and government legislation	
	A working knowledge and understanding of the National Curriculum for Literacy, History, Citizenship, PSHE, English and Art & Design	
	Working knowledge and experience of community outreach	
<b>Skills and abilities</b>	Good negotiation, consultation, engagement and relationship management skills	
	Highly effective communication and interpersonal skills with individuals, groups of children and adults in both formal and informal settings	
	Ability to work on own initiative with minimal supervision and collaboratively as part of a team	
	Excellent administrative skills	
	Computer literate with the ability to use Excel, Access, PowerPoint, Word, a desktop publishing software package and social media	