 

**Job Description**

**Job Title: Hylton Castle Project Learning Officer**

**Salary Grade:** Grade 5

**SCP:** 25 - 28

**Job Family:** Learning and Development

**Job Profile:** LD 7

**Directorate: People’s Services**

**Job Ref No: 50084112**

**Work Environment: Hylton Castle Project**

**Reports to: Hylton Castle Project Learning Manager**

**Number of Reports: None**

**Purpose:** In accordance with our project plan, the purpose of this role is to develop, deliver and evaluate learning and engagement activities and events for people of all ages and abilities including schools, families, community groups, specialists and others. The post forms part of the Hylton Castle Project team and the postholder will also be expected to contribute to all aspects of the project as directed by the Learning Manager and Project Director.

**Key Responsibilities:**

The following is typical of the duties the postholder will be expected

to perform. It is not necessarily exhaustive and other duties of a

similar nature and level may be required from time to time.

1. Assisting with development and provision of both formal and informal learning

services in and around Hylton Castle and Dene (including other community venues) for all users, in person and online.

2. To develop and deliver educational outreach activities with local communities to include informal learning provision eg, family and lifelong focussed learning.

3. Liaise with LEA and Academy officers, universities, colleges, schools, teachers and others in planning and promoting learning activities.

4. Provision of general learning advice to colleagues and project volunteers as appropriate.

5. To keep abreast of developments in the field of learning and education.

6. Provision of appropriate reports, attendance at meetings and maintenance of

accurate records.

7. Liaison with Collection Management colleagues regarding provision of exhibits

and loan material for educational purposes as well as talks, demonstrations, etc.

8. Assisting with research, preparation and development of appropriate learning

materials, loan packs, documents, etc., consistent with Sunderland City Council and the soon to be established Hylton Castle Trust’s learning policies.

9. Contribute to the preparation of exhibitions, events, displays and other forms of

interpretation with colleagues.

10. To be responsible for the care of assigned learning resources on site and elsewhere.

11. To be responsible for the wellbeing and safety of volunteers, interns and trainees working alongside the postholder.

12. Monitoring and evaluation of all activities carried out using appropriate

frameworks and production of case studies.

13. To promote and implement health and safety standards and objectives and to fulfil the duties and responsibilities of the post detailed in any relevant Health, Safety and Risk Assessment Manual.

14. To promote and implement the Council’s Equality Policy in all aspects of

employment and service delivery.

