

**Clyde Maritime Centre Limited
(The Tall Ship Glenlee)**



Post Details:

Title: Learning and Access Officer

Role: Permanent

Hours: Full Time (9 to 5, five days per week). May require some out of hours work which may be paid additionally or via TOIL (Time off in Lieu).

Responsible to: Chief Executive

Responsible for: 1 x part time Learning assistant and any contract staffing

Closing Date for applications: 21 October 2020

Salary: to be negotiated

Start: As soon as possible

Attributes/Skills: Must have a good understanding of the requirements of education and the National Curriculum for Excellence and therefore how activities on the ship relate to them. Must be able to communicate well in all media. The development of content for remote delivery will be a priority in the immediate future, and experience or skills in this area will be helpful.

The successful applicant will be a self-starter that will develop and maintain the existing successful educational programme taking it to the next level.

Organisation:

The Clyde Maritime Centre is the operating Company which runs the three-masted barque Glenlee as a visitor attraction on its berth at Pointhouse Quay (behind Riverside Museum). The ship receives over 200,000 visitors annually including about 7,000 visits by schools and other educational and youth groups.

Job Description:

The Learning & Access Officer manages the development and delivery of educational aspects of the Tall Ship *Glenlee* (both formal and informal).

The Tall Ship *Glenlee's* formal learning programme includes guided tours, workshops on the *Glenlee*, the Titanic, WWI, Pirates and more. The majority of visiting pupils are primary-aged but the ship also hosts nursery school, secondary school, college, university and overseas groups.

The informal education programme includes tours and visits for out of school groups (both adults and children), drop-in craft sessions, toddler sessions, learning events (including talks) and various seasonal activities.

Responsibilities include but may not be limited to:

- Managing education staff/volunteers (scheduling, training etc.)
- Delivery and Development of educational workshops, tours, events, activities, projects.
- Development of online learning programmes.
- Evaluation of educational activities.
- tracking of data for schools, groups and individuals that engage with education activities.
- Managing the education department budget.
- Marketing and promotion of the education activities specifically and the ship more generally.
- Social media strategy and activity.
- Liaison with educational customers (schools, colleges, universities, tourist companies, community groups, corporate groups and the general public) for bookings and other projects.
- Liaison with similar organisations (museums, charities etc.)
- Other aspect of the delivery of educational activity (risk assessments, policy, function sheets and brief/debrief, Disclosure, etc.)
- Compiling and communicating reports (monthly, quarterly and yearly).

Applications and Further information requests to:

e-mail: Apply4job@thetallship.com

Phone: 0141-357-3699

Postal: CEO (Private & Confidential)
Clyde Maritime Centre Limited
150 Pointhouse Place
Glasgow G3 8RS