



Job Description Education Manager

Job Title: Education Manager

Hours: 9:30am – 6:00pm 4 days per week (34 hrs per week inc. paid lunch break). Working pattern will be negotiated with successful candidate but must include Tuesdays. Some weekend and evening work (e.g. for events) will be required

Pay: £25,000-29,000 per annum pro rata, depending on experience

Responsible to: Director and Board

Responsible for: Education and School Visits Volunteers (line management responsibility), Actresses (supervisory responsibility).

Application: CV & Cover Letter detailing your suitability for the role to Dr. Márcia Balisciano, Director, Benjamin Franklin House, 36 Craven Street, London WC2N 5NF or

Info@BenjaminFranklinHouse.org

Closing Date: Monday 23 April 2018, 9am

Background

Benjamin Franklin House is a Grade I listed Georgian building, located in the centre of London, just off Trafalgar Square. For nearly sixteen years between 1757 – 1775, Dr Benjamin Franklin – scientist, diplomat, philosopher, inventor and US Founding Father – lived at 36 Craven Street.

Though built as a lodging house, the building was over time used as a hotel and as a base for several non-profit groups. By the late 1980's, when the Friends of Benjamin Franklin House were granted the building's freehold from the British government, the property was in dire condition.

After extensive conservation, museum design and installation, Benjamin Franklin House opened to the public for the first time on Franklin's 300th birthday in January 2006. It is the world's only remaining Franklin residence and is now a dynamic museum and educational centre.

Our primary offering is the Historical Experience which uses the House's historic rooms as the stage for a drama which seamlessly integrates live performance, and cutting-edge lighting and projection technology to present the excitement and uncertainty of Franklin's nearly 16 years in London.

Main Duties and Responsibilities

The Education Manager will work to engage inner city London school children (primarily Key Stage 2) in hands-on, Franklin-related science and history, and create and maintain relationships with teachers to provide extensive support before, during and after school visits to the Student Science Centre to ensure maximum educational value. The Education Manager not only designs and oversees the delivery of high quality educational programmes but also organises a variety of educational events, including live science shows, an annual debate competition for upper secondary school students, teacher round tables, and lectures.

36 Craven Street London WC2N 5NF United Kingdom

Phone: +44 (0)207 839 2006

Website: www.benjaminfranklinhouse.org

The Friends of Benjamin Franklin House (UK), registered charity no. 276066

Registered in England, company no. 01362091



The role requires a proactive and flexible approach, attention to detail and the ability to handle multiple tasks at any given time.

Key Responsibilities

- Liaising with schools and community groups to organise visits to the House
- Managing school visits to the House, including hands-on delivery of science demonstrations and supervision of school visits volunteers
- Promoting and delivering outreach activities to schools, community groups and others
- Developing and managing curriculum-enrichment outreach events (e.g. annual Science On Stage and Science Fair events, a national debate competition, science and archaeology weeks)
- Devising new educational activities and projects for schools and other community groups, including creation of learning resources, where desirable
- Devising and managing delivery of family learning events during school holidays
- Recruiting and managing volunteers in association with the Front-of-House & Marketing Supervisor
- Sourcing potential funding sources for education programme, where possible
- Support for special projects, when necessary
- Undertaking ongoing evaluation of the programme
- Updating the education content of the website
- Managing strategic relationships with new and existing partners and stakeholders in the UK and the US
- Keeping up to date with current educational theory and policy developments as they relate to the Education Programme

General Responsibilities

- Assisting colleagues in the Management team with the smooth running of the House where necessary
- Key-holder responsibilities
- Representing the House in a friendly and professional manner
- Some evening and weekend work will be required.

For more information on Benjamin Franklin House, please visit www.BenjaminFranklinHouse.org

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Person Specification Education Manager

Knowledge/ Qualifications	
Undergraduate degree in a subject relevant to the role, e.g. history, museum studies, architecture, archaeology, science or a recognised teaching qualification (e.g. B.Ed, PGCE)	Essential
Postgraduate degree in a subject relevant to the role, e.g., history, museum studies, architecture, archaeology, science	Desirable
Fire marshal training and/or first aid certificate	Desirable
Previous Experience	
Minimum two years paid experience working with children and young people in an educational setting	Essential
Previous experience of managing projects and events	Essential
Previous experience of managing budgets and financial responsibility	Essential
Previous experience of recruiting and managing volunteers	Essential
Previous experience giving guided tours or public talks	Desirable
Skills	
Proficient in MS Office applications	Essential
Excellent written and spoken English. Ability to write copy and proof read to the highest standard	Essential
Experience using WordPress or similar CMS	Desirable
Personal/Other	
Responsible and able to work independently, without supervision	Essential
Excellent organisational and time keeping skills	Essential
Ability to lead and motivate a team	Essential
Ability to make informed decisions under pressure and prioritise key tasks	Essential
Confident and able to communicate effectively with the Board, staff, press, funders, and members of the public	Essential
Personal interest in historic houses, museums and/or American history	Essential

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