

JOB DESCRIPTION

JOB TITLE:	Learning and Engagement Officer
REPORTING TO:	Curator
DIRECT REPORTS:	None
SALARY:	£24,588 per annum (to be reviewed April 2026)
LOCATION:	The Black Watch Castle and Museum

PURPOSE OF JOB

To take the lead on developing new and existing audiences for the Museum in order to increase access to, and engagement with, our collection and events programme.

The delivery of a high-quality learning service to the public, including to local and regional schools.

MAIN DUTIES AND RESPONSIBILITIES

Under the supervision of the Museum Curator, the main duties of the Learning and Engagement Officer are:

- To develop, manage and implement formal learning at the Castle and Museum, i.e. hosting school groups, youth groups; developing teacher's packs and other schools resources; and developing loans kits.
- To develop, manage and implement informal learning at the Castle and Museum, i.e. family activities and outreach activities.
- To develop, manage and implement events at the Castle and Museum, i.e. family days, children's craft activities and special events.
- To oversee the Museum's volunteer programme, i.e. recruitment, induction and general communication with volunteers.
- Discover new ways of interpreting the collection to promote engagement with new and existing audiences.
- To support marketing activities by contributing to social media content relevant to your role.
- Other tasks may be required as determined by the needs of the business.

Other Duties and Conditions of Service

The post holder is expected to work to further the mission and aims of The Black Watch Regimental Trust, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

This job description will be reviewed periodically and The Black Watch Regimental Trust reserves the right to vary the duties within the job description in line with the needs of the business.

PERSON SPECIFICATION:

<p>Experience / Qualifications / Training</p> <ul style="list-style-type: none"> • Be educated to degree level • EITHER have a Museum or heritage postgraduate qualification, or relevant experience OR have an education postgraduate qualification, or relevant experience • Have experience of the development, management and implementation of formal and informal learning within a Museum, or similar setting, including: <ul style="list-style-type: none"> ◦ Developing loans kits, teacher's packs and working with 'A Curriculum For Excellence' ◦ Developing family/children's activities, including worksheets and handling kits/dressing up ◦ Developing and managing group visits, i.e. school visits linked to the curriculum, youth group visits, cadets and adult group visits • Have experience in developing and implementing an events programme • Have experience of applying for external funding • Have experience developing an audience within a Museum • Have experience improving intellectual access within a Museum • Have experience supervising and supporting volunteers • Have experience of monitoring and evaluating projects 	<p>Essential</p> <p>Desirable</p>
<p>Personal Qualities/Attitude</p> <ul style="list-style-type: none"> • Friendly, approachable, polite and professional manner. • Self-motivated, flexible, enthusiastic and reliable. • Ability to work under own initiative and as part of a team. • Ability to take responsibility for own actions and performance. 	
<p>Work Related Circumstances</p> <ul style="list-style-type: none"> • This post requires contact with vulnerable groups (children and/or protected adults) and is classified as regulated work under the Protecting Vulnerable Groups Scheme. The successful candidate will be required to gain/maintain PVG Scheme membership relevant to the role. • Weekend and evening will be required as per the needs of the business. The Learning and Engagement Officer will be expected to work flexible hours throughout the year. • The role requires regular lifting of equipment/furniture to set-up/set-down workshops and events. • Must be willing to undertake relevant training. • Must be willing to learn about other departments within The Black Watch Regimental Trust. 	

Benefits

- Real Living Wage accredited employer.
- Generous holiday allowance (including 4 shut-down days over the Christmas and New Year periods)
- Workplace pension scheme
- Free staff lunch
- Free on-site staff car parking
- Free Museum entry for family and friends
- Employee discounts (20% off eligible purchases in the Bistro and Gift Shop).
- Attendance at company events
- Use of 'ASVA' cards to visit other Scottish member attractions free of charge.
- Staff development opportunities.