

JOB DESCRIPTION: Outreach & Education Officer
Burton: Exploring without Boundaries



Submission deadline: Tuesday 21st May, 12pm

Interview: Friday 31st May

Start Date: Wednesday 5th June (or as close as possible)

Habitats & Heritage

Habitats & Heritage is a local charity that acts for the natural and historic environment in south and west London. We take care of our local landscape; its wildlife, ecosystems and heritage by:

- Using our local knowledge and experience to lead the way in protecting and creating a better and more sustainable environment for everyone.
- Working in partnership with others to raise awareness and address local environmental and heritage issues.
- Bringing people together to better understand, learn and connect with and enjoy their local environment and heritage.
- Empowering and mobilising communities to enhance and maintain the spaces they care about.
- Building better quality habitats and ecosystems for nature and wildlife to thrive.
- Encouraging accessibility and involvement to ensure everyone enjoys and experiences the positive health and wellbeing benefits from spending time in our natural and historic environment.

Job Description

Hours: 21 hours per week (Fixed term contract 3 days per week – 24month contract)

Annual Salary: £32,086 pro-rata

Reports to: Burton Project Manager

Location: Habitats & Heritage Office, ETNA, 13 Rosslyn Road, Twickenham TW1 2AR

On-site and opportunities for remote working available

Overview

Habitats & Heritage is seeking a Outreach & Education Officer for our National Lottery Heritage Fund project, *Burton: Exploring Without Boundaries*, which centres around the Grade II* mausoleum of nineteenth-century explorer Sir Richard Burton and Lady Isabel Burton. This is an exciting and varied role which will help to secure the future of an historic building and will play a key role in increasing the number of people participating in local heritage.

We are looking for an individual to develop an outreach programme that will provide opportunities for active engagement with the story of Burton, particularly with underrepresented and marginalised groups to encourage a shared and connected understanding of history. The role will consider his contribution to Empire building and how the empire has influenced communities in modern Britain and the countries Burton visited. The project will evaluate Burton's travels in light of the evolving contemporary understanding of the British Empire and Victorian exploration, and reassess Burton's expeditions, in particular Burton's relationship with Islam. This will allow us to

present a fuller understanding of a nationally important Grade II* mausoleum and iconic British explorer.

The post holder will produce information and educational resources, overseeing the production of an educational film and teaching resources tailored for Key Stages 3, 4 and 5. You will devise an education programme and host lessons that allow people to engage with and experience the project, working alongside local community groups and religious communities. You will recruit, manage, and oversee volunteers who will collaborate with outreach and research.

Burton: Exploring without Boundaries will also include the conservation of the Burton mausoleum and a project to improve the accessibility and sustainability of the heritage structure and its context. The post holder will be expected to liaise closely with the Conservation & Interpretation Officer.

The project will centre around London but may feature travel to other parts of the UK for research and engagement. This is a unique opportunity to help with the conservation of a listed structure and to better understand the effects of Victorian exploration and the role of Sir Richard Burton.

Key Responsibilities and Tasks

1. Carry out and oversee research, develop and produce educational material related to project
2. Lead an education programme compatible with the UK national curriculum, for Key Stage 2, 3 & 4
3. Lead assessment of Sir Richard Burton and Victorian exploration, with consideration of legacy and influence on communities in modern day Britain
4. Engage with stakeholders such as Royal Geographical Society, Museum of Richmond and local communities
5. Recruit, train and manage volunteers
6. Oversee the production of a short film about the site and related discourse
7. Devise opportunities for engagement with the project
8. Complete monitoring report forms, volunteer records and other administrative tasks
9. Develop local knowledge of the historic environment, civic societies and community groups
10. Contribute to ongoing fundraising, through trusts, foundations, events and donations
11. Work closely with the Conservation & Interpretation Officer and Burton Project Manager to deliver NLHF project plan
12. Undertake training where appropriate

The role requires an individual with experience in education, an understanding of Muslim culture, DBS check, good interpersonal skills.

The role will require occasionally working during evenings or weekends.

The role will require occasional travel to the mausoleum in Mortlake, the Habitats & Heritage offices in Twickenham and regular travel to schools and other venues.

Person Specification

Interpersonal skills

- Excellent team-working and leadership skills with people of diverse backgrounds and levels of knowledge
- Excellent oral communication skills including ability to adapt communication styles to a variety of circumstances
- Ability to work independently and be self-motivated
- Ability to train and direct volunteer
- Highly motivated with a passion for heritage and education

Training & experience

- A degree or equivalent in a relevant discipline (desirable)
- Experience of managing volunteers and conducting work plans (essential)
- Experience of working in education (essential)
- An understanding of Muslim culture (essential)
- Experience of working within the heritage sector (desirable)
- Experience of organising events (desirable)

Knowledge & skills

- Interest in heritage and education
- Understanding of the current discourse on contested history
- Ability to conduct historical research
- Ability to create and plans lessons
- Ability to pitch to people of all age groups
- Ability to manage budgets
- Computer and social media literate

Application Process

Please submit your CV and a covering letter of no more than two pages to the Burton Project Manager, Caitlin Jones, by **12pm Tuesday 22nd May** caitlin@habitatsandheritage.org.uk.

Applications will be assessed against the following key criteria:

- 1) Experience of delivering outreach programmes within heritage or museum sector
- 2) Experience in teaching or delivery of education programmes
- 3) Ability to inspire and educate diverse groups of people, including students
- 4) Understanding of how to effectively work as part of a diverse team

If you have any questions about the application process, please contact Caitlin Jones by email: caitlin@habitatsandheritage.org.uk.



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