



19th July 1545: when their world stopped, our story began

## Graduate Educator



UNIVERSITY OF  
WINCHESTER

### Job Description

Based within Portsmouth Historic Dockyard, the Mary Rose Museum is the leading museum for Maritime Archaeology in the UK. The Mary Rose Trust's aims are to conserve the Mary Rose and her artefacts, maintain the archives, enable lifelong learning and outreach and become self-sustaining through income generation. **Please note, this role is open to applicants from the University of Winchester who graduated in 2018 only.**

Job Title: Graduate Educator

Reports to: The Learning Officer

Location: Mary Rose Museum

Hours: 08:30–17:00 Monday – Thursday, 08:30–16:30 Friday, with an hour for lunch.  
Occasional evening and weekend work by special arrangement for which time off in lieu will be given

Salary: Living Wage Foundation Recommendation (£9.00 per hour)

Dates: 26 August 2019 – 25 March 2020

Holiday: 13 days paid holiday, which should be taken in the school holidays.

Note: This role is subject to an enhanced level Disclosure and Barring Service check and Naval Base security clearance. Due to the nature of our location, it is a Ministry of Defence mandatory requirement in the interest of Dockyard Security that anyone working within Portsmouth Naval Base has to either be a UK resident, or have had continuous residency in the UK for at least three years to be eligible to apply for a permanent site security pass. Please note that security checks for Non-UK Nationals can take up to six months to process.

For the successful candidate, the offer of the internship is conditional to receiving two satisfactory written references – one of which must be from a University of Winchester lecturer/tutor.

### Overall Purpose of Role

- To gain experience of teaching and learning for all ages and abilities from very young children to adults in a museum/heritage context. Although based at the museum, this may include outreach visits to schools and special events off-site.



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- To gain practical experience of all aspects of organisation and administration of learning visits e.g. working with the Learning Officer to maintain the Departmental database.
- Working with the Learning Team of staff and volunteers to develop, test and market educational products, including market research, evaluation and use of social media
- To deliver and lead workshops and educational activities with appropriate training
- To manage education resources
- To liaise with the Front of House Managers about Family Learning at weekends and during school holidays
- Support and assist Front of House Management and the Collections Department as appropriate
- To liaise with Mary Rose staff and volunteers and partner organisations as required
- To support the Learning Department in delivering consistently excellent standards of service

### **Exemplary customer service and presentation**

- To deliver exemplary standards of customer service
- To respond courteously and appropriately to visitor enquiries and feedback
- To maintain excellent standards of personal presentation at all times

### **Health and Safety and Security**

- To comply with the Mary Rose Trust Health and Safety Policy at all times

### **General**

- General administration tasks for the Learning team
- To undertake any other tasks and duties reasonably required by the line manager.

*This is a description of the job as it is at present constituted. Employees' job descriptions may be examined by management at any time to either ensure that they relate to the job currently being performed, or to incorporate proposed changes. Management reserves the right to change a job description after consultation with the employees concerned. The aim will be to reach agreement to reasonable changes consistent with the employee's band and status*



## **Person Specification**

This role may suit a variety of graduates including but not exclusively: history, education, archaeology, business or marketing. Full training will be provided; we are looking for a highly motivated trainee who is keen to learn. The successful candidate must be able to work well both in a team and independently in this busy and demanding role.

## **Essential Criteria**

- University of Winchester student who completed their undergraduate degree in the academic year 2017/18
- Excellent communication skills, both written and spoken
- Able to adapt to different audiences
- Customer service
- IT skills
- Excellent interpersonal skills
- Good time-keeping/Able to work to deadlines
- Interest in heritage or education in its broadest sense
- Creative thinking
- Flexible
- Capable of working under pressure

## **How to apply**

Please email your CV and a covering letter stating clearly how you meet the essential criteria to [hr@maryrose.org](mailto:hr@maryrose.org) by midday Friday 21<sup>st</sup> June 2019.

Interviews will be held on Tuesday 9<sup>th</sup> July 2019 at the Mary Rose Museum, Portsmouth Historic Dockyard. Candidates will be expected to give a short (5 minute) presentation as part of the interview process; the presentation topic will be given to shortlisted candidates after the closing date, together with further information about the interview process.