



Almond Valley Heritage Trust

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| Post: | Learning & Engagement Officer |
| Reporting to: | Director |
| Contract: | Permanent |
| Hours: | Equivalent of 40 hours per week |
| Salary: | £26,200 per annum (Real Living Wage) |
| Location: | Livingston (West Lothian) |

Almond Valley Heritage Trust is a charity with a mission to promote, celebrate and preserve the extraordinary heritage and environment of West Lothian for future generations. The Trust operate the Almond Valley Heritage Centre; a popular visitor attraction and rare breeds farm based in the historic setting of Livingston Mill, and the museum of the Scottish Shale Oil Industry. The museum is recognised as being of national importance to Scotland, whilst the farm benefits from accreditation from the Rare Breeds Survival Trust for our vital work to conserve and protect rare breeds including Clydesdale horses, Tamworth pigs, North Ronaldsay sheep & Bagot goats.

Almond Valley is a staple attraction for intergenerational family audiences throughout Central Scotland and beyond, welcoming over 160,000 visitors per year. This is an exciting period for the Trust, as we look towards deepening engagement in heritage and conservation through the expansion of our events and learning & engagement programme. We have big ambitions to enrich our visitor experience through the provision of a first class, creative learning & events programme, considering fresh perspectives on our collections and heritage and exploring forward facing narratives that inspire positive action in the area of climate change.

Working cross-sector, in collaboration, we aim to foster a spirit of discovery, to explore and champion our human potential, past, present and future, building a shared understanding of the value of our heritage and inspiring the next generation of history makers.

Role of the Learning & Engagement Officer

This is a new role, reflecting our ambitions to further amplify our work in the area of public and school learning and engagement and presents an opportunity for an ambitious L&E practitioner to play a lead role in shaping our work in this area.

Building upon our success to date, the Learning & Engagement Officer will work closely with the Curator and Visitor Services team to devise and deliver school learning programme, whilst also supporting and delivering a range of STEAM led activities for visitors to the centre and contributing to the conception and delivery of our growing creative events programme.

We are looking for a creative innovator and confident communicator who is able to engage our intergenerational audiences. You will be inspired by the potential to harness the unique collections in our care, natural habitat, rare breed farm to innovate your work to deliver a first-class public facing programme.

Working across the organisation and harnessing the diverse skill set of our workforce and engaging with artists, scientists, storytellers and community and corporate leaders, you will

contribute significantly towards our long-term strategy and inspire the imaginers and innovators of the future.

The key responsibilities of the Learning & Engagement Officer will include:

- Work with the Curator to deliver a creative engagement programme for family audiences, deepening engagement with the museum and wider heritage in our care
- Deliver education sessions to visiting schools, families and specialist interest groups
- Work across the organisation to develop and maintain high quality learning resources
- Support outreach activity with community groups to build awareness and engagement with Almond Valley Heritage Trust
- Work with the Almond Valley workforce to ensure a shared vision of success in this area and a common understanding of our learning & engagement programme
- Support longitudinal monitoring and evaluation to ensure that we are consistently measuring our performance against agreed outcomes
- Contribute to the concept development and delivery of our creative events programme
- Devise and deliver thematic craftivities for visitors to the site
- Work with the Director and Curator to nurture and build relationships with educators, scientists, community groups, and artists for the purpose of enriching our programme
- Represent Almond Valley Heritage Trust at annual conferences and other professional meetings as required
- Work with the Director on relevant grant applications or other fundraising, and in relevant matters of the Trust's public profile
- Support the preparation of event plans, media/press briefings and marketing assets
- Perform other related duties as assigned

Essential Skills

- Minimum of 1 year of recent experience supporting/facilitating creative learning experiences, ideally within an arts, culture or heritage setting
- Strong understanding of evaluation techniques
- Demonstrable experience of working with schools and communities to facilitate learning and engagement
- Ability to prepare, monitor and manage budgets
- Knowledge of, and contacts in, the arts, cultural and heritage sector and experience of working collaborative to devise imaginative events and learning experiences
- Experience of supporting safeguarding procedures
- Ability to effectively manage multiple projects concurrently and effectively
- An excellent communicator; having a wonderful way with words, pictures and other media, and a broad digital competency

Desired Skills

- Project management experience and familiarity with project/event management systems
- Knowledge of Curriculum for Excellence and education priorities in Scotland
- Experience developing Risk Assessments and Methods Statements for events

Personal Qualities

- The ability to connect with, inspire and meaningfully engage with a broad range of people

- A strong commitment to Equality and Diversity
- A genuine passion for learning and discovery
- Self-motivated and responsible able to lead by example and work collaboratively as part of a team
- Resourceful, practical and able to problem solve effectively
- A willingness to embrace new ideas and ways of working

The working pattern for this role is flexible though we anticipate that it will largely be Monday to Friday with occasional weekend and or event work to support our growing engagement ambition. The post will be based at Almond Valley Heritage Centre.

Holiday allocation:

- 32 days per annum including bank holidays

Pension:

- Automatically enrol team members into our workplace pension operated by Royal London

Workforce Benefits:

- Free on-site car parking
- Staff Pass provides access to the site for free.
- ASVA Card Access, Team members have access to The Association of Scottish Visitor Attractions card which allows free entry to a huge range of visitor attractions throughout Scotland.
- Discount in the tearoom and gift shop

Closing Date: Midnight 7 April 2025

Interviews will be held the week commencing: 14th April 2025

TO APPLY – please email us at jobs@almondvalley.co.uk with a full CV, and a covering letter demonstrating your suitability for the role.

If you have any queries or would like to discuss an application in an alternative format, please email jobs@almondvalley.co.uk

If you have any questions or wish to discuss the role further in advance of submitting an application, please email director@almondvalley.co.uk

Equality and Diversity Commitment

Almond Valley is an equal opportunities employer. We are committed to offering equal opportunity for all and to providing employees with a work environment free of discrimination and harassment and are working hard to create a space in which people from all walks of life see themselves.

We are committed to increasing the diversity of our team and encourage applications from people currently under-represented groups, targeting in particular people of the Global Majority and d/Deaf or disabled applicants.