



Job Description

Job Title: Learning Manager & Florence Nightingale Actor-Interpreter

Full-Time: 37.5 Hours Per Week. Permanent contract.

Department: Learning & Community Engagement

Supervision/Management Responsibility: Line management responsibility for the Florence Nightingale Actor Explainer (Part-Time), Project & Freelance Staff and Learning Volunteers. The role will also act as a site duty manager.

Managed by: Museum Director

Hours: Paid for 7 hours 30 minutes per day with an additional 60 minute unpaid lunch break

Hours of Work: 9am – 5.30 pm but some flexibility may be required to support events or meetings from time to time. Appropriate overtime or time in lieu will be given. The postholder will support the operation by working regular weekends as part of a rota with colleagues.

Place of Work: The post will generally be required to work on site to directly service the needs of schools and general visitors and support the needs of the site as a duty manager.

Salary: IRO £28,500 per annum.

1. Job Purpose

The 'Learning Manager & Florence Nightingale Actor-Interpreter' will lead the development and implementation of the sites learning programme, as our museum emerges from the pandemic. In addition to supporting the development of a new Learning and Engagement Strategy, this role will be required to be hands-on, delivering performances as Florence Nightingale to KS1 school groups, family audiences and a variety of community groups. The museum has a strong track-record of such performances, which are both artistically and commercially important to our business plan, and it is therefore essential that the post-holder has the personal attributes to convincingly portray Nightingale (at some point of her life), as well as accurately learning scripts and relevant information.

The post-holder will lead administration and bookings for education as well as attending meetings with potential partners and key networks from time to time, exploring new opportunities for the museum. The individual will also have the opportunity to develop other character performances associated with nursing and healthcare, alongside new products and events for schools and holiday activities. It is the intention of the museum to continue the impressive growth which was secured before the pandemic and it is therefore vital that the successful applicant is customer focused but financially prudent. This is a key position as the museum seeks to relocate to a new site and there is a real opportunity for personal growth and development.

The post-holder will be expected to build their knowledge of Nightingale, relevant history and contemporary issues within nursing as well as having a strong understanding of formal and informal museum learning programmes. Experience of producing digital content would be an advantage.

2. Principal Duties and Responsibilities

- Manage the work of the learning team, supporting its strategic development and the continuing growth of the museum.
- Lead school sessions (up to 2 per day) either at the Museum, in-school or digitally working to an agreed script, ensuring each performance is of high quality and achieves identified learning outcomes.
- Lead performances for family audiences and adult tour groups (Including nursing groups, U3A etc), either in-person or digitally, providing an appropriate interactive experience in character.
- Lead booking and organisation of school visits, liaising with teachers and guardians to ensure the smooth running and prompt timing of sessions.
- Devise activities and events for visitors.
- Assist with marketing and promotional activity as Nightingale and other characters, including photography, film and other media and social media work when required.
- Support your work by gaining an accurate background to Nightingale and other relevant aspects to nursing/medical history, the Victorian era and contemporary healthcare.

Generic:

- Take personal responsibility and a pro-active approach for own career, skills and knowledge development.
- The role will be required to assist in the event of emergency evacuations and salvage, including visitors, colleagues and the museum collection
- Any other duties considered to be appropriate to the grade of pay

3. CONDITIONS

Annual leave of 25 days plus 8 Bank Holidays (pro-rata).

Over-time payments will, from time to time, be made in instances where additional hours to an agreed time frame are required but this must be agreed with the Director.

The Museum Trust operates a stakeholder pension scheme. Further information is available from our accounts department.

Adherence to the following policies and procedures is expected. i) Sickness ii) Equality & Diversity iii) IT iv) Volunteering v) Disciplinary and Grievance vii) GDPR

4. All staff are expected to maintain high standards of customer care, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

5. All staff are expected to adhere to Guy's and St Thomas's Foundation Trust (GSTT) No Smoking Policy whilst on the hospital site.



Person Specification

Job Title: Learning Manager & Florence Nightingale Actor-Interpreter

Full-Time: 5 days per week. Permanent contract.

Department: Learning & Community Engagement.

Supervision/Management Responsibility: Line management responsibility for the Florence Nightingale Actor Explainer (Part-Time), Project Staff and Learning Volunteers. The role will also act as a site duty manager.

Managed by: Museum Director

Hours of Work: Paid for 8 hours 30 minutes per day with an additional 60 minute unpaid lunch break

Place of Work: The post will generally be required to work on site to directly service the needs of schools and general visitors and support the needs of the site as a duty manager.

Salary: IRO £28,500 per annum.

Date: Position created January 2021. It is anticipated that the role will commence in April 2021.

Areas of Responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications & Knowledge	<p><i>Essential:</i></p> <ul style="list-style-type: none"> Proven skills in museums and heritage environments via the delivery of formal and informal learning experiences as a costumed character Clear DBS check Numeracy and business acumen to manage delegated budgets and support building business cases <p><i>Desirable:</i></p> <ul style="list-style-type: none"> Teaching or museum/education qualifications or relevant short courses <u>or</u> HND/BA(Hons) in Acting, Performing Arts/Theatre Experience of cross curricular working including History and STEM First aid certificate Interest or knowledge in Florence Nightingale as a historical person 		X		X	
						X
			X	X		
			X			
				X		
						X

	<p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Experience of contributing to management discussion and strategy • Experience of line managing/Supervising staff and/or volunteers • Experience of managing budgets and contributing business planning • Experience of working as a tour guide or similar • Experience of acting to camera, live performance and digital performance • Experience of working with the media 	X	X	X	X	X
<p>Personal Attributes</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Able to convincingly portray Florence Nightingale at some point during her life. (Images of Florence Nightingale are available on our website for guidance and clarity.) • Clear diction and the ability to project orally to groups and in a variety of venues without amplification • Keen to ongoingly develop management skills and actively play a part in developing career skills • The ability to take control, lead and be visible in challenging situations, including emergencies, remaining calm and seeing the task through if possible, but escalating problems with accuracy and detail as required. To demonstrate sound decision making and the ability to ‘think on the move’ and be adaptable according to the situation. • The desire to work in a heritage learning environment with a credible career path • Flexibility, with the ability to multi-task and switch between duties • An understanding of being an ambassador for the Florence Nightingale Museum, protecting its reputation and spirit. • Willingness to follow and adopt the corporate style of presentation including wearing uniform and name badges as instructed • Physically and mentally fit to work in a demanding role which can require long periods of standing, lifting, long periods wearing costume and a sometimes warm, cold or noisy environment 	X	X	X	X	X

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

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Application is via a CV and covering letter explaining how you meet the requirements of the role. Please send these to davidg@florence-nightingale.co.uk by 5pm on 9 February 2022. As this role includes acting to young audiences, (portraying Florence Nightingale), please include a recent photograph or web link to video. Should you wish to discuss the role in advance of making an application please contact David Green, Museum Director via davidg@florence-nightingale.co.uk