

## INFORMATION PACK

### **GODALMING MUSEUM - EDUCATION & OUTREACH OFFICER**

February 2026

#### **Welcome**

Thank you for your interest in the position of Education & Outreach Officer at Godalming Museum.

Godalming Museum plays an important role in preserving and sharing the history of our town and surrounding area. Housed in a historic building in the High Street, the Museum tells the stories of local people, industries, events and everyday life across the centuries. It is a valued community asset, under the ownership of the Godalming Museum Trust and supported by Godalming Town Council and a dedicated team of staff and volunteers. The post holder would be an employee of Godalming Town Council.

This post offers the opportunity to shape and develop the Museum's learning and outreach provision, strengthening our relationships with schools, families and community organisations, and ensuring the collections remain accessible and relevant.

#### **THE ROLE**

**Job Title:** Education & Outreach Officer

**Location:** Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ

**Contract:** Permanent, part-time

**Hours:** 22.5 hours per week (3 days per week on a rota basis).

Flexibility is required, including occasional evenings and weekends.

**Salary:** £18.35 per hour, £21,534 per annum (pro rata)

**Reports To:** Museum Curator

#### **Purpose of the Role**

The Education & Outreach Officer is responsible for developing, delivering and promoting high-quality learning and engagement activities that increase access to, and participation in, Godalming Museum's collections and stories.

Working within a small museum team, the postholder will take a practical and flexible approach - leading on education and outreach while contributing to the day-to-day operation of the Museum as required.

#### **Key Responsibilities**

##### **Learning & Education**

- Plan, deliver and evaluate structured learning activities including school workshops, loan boxes, family events, talks and tours.
- Develop engaging, accessible learning resources linked to the Museum's collections and exhibitions.
- Promote the Museum's learning offer to schools and community organisations.
- Maintain accurate records, bookings, risk assessments and evaluations.

##### **Outreach & Community Engagement**

- Build relationships with schools, community groups and partner organisations.
- Develop outreach initiatives that take the Museum beyond its physical site.
- Support inclusive programming that reflects the diversity of the local community.

### **Exhibition Learning**

- Create supporting material for exhibitions and permanent displays.
- Develop trails, self-led activities and family resources.
- Support exhibition-related events where required.

### **Volunteers & Team Support**

- Support the recruitment, training and supervision of learning volunteers and casual facilitators.
- Contribute to a positive volunteer experience.
- Provide front-of-house and operational support when required as part of a small team.

### **Administration & Compliance**

- Work within agreed budgets.
- Monitor and report on learning activity.
- Contribute content to the Museum's website and social media.
- Ensure compliance with safeguarding, health & safety and data protection requirements.

## **PERSON SPECIFICATION**

### **Essential**

#### **Knowledge & Experience**

- Experience of planning and delivering learning or engagement activities.
- Experience working with children and young people, with safeguarding awareness.
- Experience of community engagement or outreach.
- Experience delivering activities in a public-facing environment.
- Experience managing resources within limited budgets.

#### **Skills & Abilities**

- Ability to design engaging, accessible learning sessions for varied audiences.
- Strong communication and public presentation skills.
- Good organisational and administrative ability.
- Ability to work independently and as part of a small team.
- Practical, solution-focused approach.
- Basic IT competence.

#### **Personal Attributes**

- Enthusiastic about learning and community engagement.
- Professional and approachable.
- Flexible and reliable.
- Committed to equality, inclusion and safeguarding.

#### **Desirable**

- Experience working in a museum, heritage or cultural setting.
- Knowledge of National Curriculum frameworks.
- Experience supervising volunteers.
- Experience contributing to digital or social media content.
- Awareness of Museum Accreditation standards.

### **Safeguarding & Compliance**

This post involves regulated activity with children. An enhanced DBS check, including Children's Barred List checks, will be required prior to appointment.

The successful candidate will be expected to adhere to all Council policies including Safeguarding, Health & Safety, GDPR and Equality policies.

**What We Offer**

- Membership of the Local Government Pension Scheme
- Generous annual leave entitlement (pro rata)
- Occupational sickness scheme
- Access to the Council's employee wellness programme
- A supportive and professional working environment

**How to Apply**

An application form must be completed. CVs will not be accepted in place of an application form.

For full details and an application pack, please visit:

[www.godalming-tc.gov.uk/job-vacancies/](http://www.godalming-tc.gov.uk/job-vacancies/)

Alternatively, contact:

Godalming Town Council

01483 323055

office@godalming-tc.gov.uk

Closing Date: 12pm, Friday 10<sup>th</sup> April 2026

Interview Date: Wednesday 22<sup>nd</sup> April 2026