



**Job Title:** Education Team Coordinator

**Salary:** £24,000 - £26,000 dependent upon experience and whether full time or term time hours)

**Responsible to:** Director of Butser Education CIC

**Contract:** Permanent or term time (6 month probationary period)

**Hours:** Monday to Friday 8.30am to 3.30pm (this role is anticipated to be 52 weeks a year but a potential option of term time only could be considered for the right candidate)

**Deadline:** Applications should be submitted by 28th May, interviews to take place from 3<sup>rd</sup> June 2024

**Purpose of the role:**

We are seeking an enthusiastic and highly organised Education Team Coordinator to join our small team. Your focus will be on coordinating, supporting and developing our education team and the educational activities delivered at the Farm to school groups and visitors, whilst working across the wider Butser team to ensure the best experience for all the visitors to the Farm. Butser Ancient Farm welcomes up to 35,000 school children and approximately 20,000 visitors every year and we have a passionate and dedicated education team who work with the wonderful school groups and members of the public who visit us.

Your role will be to manage our Education Team, working with our Schools Administrator to ensure adequate staffing and management of the team rota. You will also take the lead on ensuring training and support is provided for all education team staff, acting as the first point of contact for any enquiries or issues and handling any performance issues.

Part of your time will be spent on the administration of the Education Team but you will also assist with teaching up to a minimum of 3 days a week and fill in when needed due to unforeseen staff absence.

You will also assist with developing new educational activities and resources and be responsible for ensuring all educational activity equipment and supplies are in good working order and prepped and ready for the school groups and members of the public who visit, with delegation to the education team to assist with this.

You will also take the role of safeguarding lead for the Farm, providing advice, training and sharing best practice.

You'll be passionate about supporting the Director and working collaboratively with the wider team to deliver the aims and vision for the future of the organisation. You'll need a

hands-on creative approach to problem solving and thrive in a busy and varied working environment where no two days are ever the same!

### **Key Duties:**

- Be the first point of contact for the Education Team with any queries or issues.
- Organise the staff rotas for our educational visits and work with the retail team for coordinating general staff rotas for public open days.
- Working with our HR administrator, actively recruit and train new members of the education team to ensure we have adequate staffing levels.
- Support the training and development needs of the Education Team.
- Help to develop new educational activities and resources.
- Monitor Education Team supplies and equipment ensuring they are in good working order and ready for school visits and activities with members of the public.
- Interpret and respond to school and staff feedback, managing complaints and issues in a timely manner.
- Ensure accuracy of staff timesheets in order to submit details for monthly payroll.
- Support the Schools Administrator with booking enquiries as and when needed.
- Be part of the teaching team when you are not working on administrative activities (expected to be 3 days per week during term time but also filling in when short staffed due to unforeseen circumstances).
- Further develop our outreach programme.
- Lead the wider Butser team in terms of safeguarding training, guidance and best practice.
- Assist with developing and running activities for our public visitors during general opening days.
- Undertake other duties as required to ensure the proper functioning of Butser Ancient Farm.
- Promote the Farm wherever possible and act as an ambassador for our vision and values.

### **About you:**

- You will have teaching experience and understand the needs of school visitors to the Farm.
- You will have experience in an administrative and customer facing role and be confident dealing with enquiries and resolving issues quickly.
- You will be confident managing rotas and databases.
- You will have experience managing a team, giving feedback for staff development and organising training.
- You will have excellent organisational skills, attention to detail and the ability to multitask.
- You will have a creative, collaborative, 'can do' attitude, able to work across multiple teams.
- You will be friendly, positive and a good team player to positively represent the farm and its values.

- You will be self-motivated and will have the ability to work independently and manage your own workload.
- You will have excellent written and verbal communication skills and will be a confident communicator.
- You will have the ability to carry out research independently and accurately.
- You will be computer literate and confident working with Microsoft 365 software.
- You will have a full UK driving licence and access to own vehicle due to the rural location of the farm.
- You will have an interest and enthusiasm for experimental archaeology and supporting the work that Butser Ancient Farm does to bring the past to life.

**About us:**

Butser Ancient Farm is a leading centre for experimental archaeology and education and a not-for-profit community interest company. In 2022 we celebrated our 50<sup>th</sup> anniversary and as a research site we are constantly developing -and conducting ambitious new experiments and construction projects to bring the past to life. We work with a variety of research partners and organisations including UCL Institute of Archaeology, Wessex Archaeology and Operation Nightingale.

Our timeline of ancient buildings covers the Stone Age, Bronze Age, Iron Age, Roman and Saxon periods and we work with an increasing number of partner organisations to interpret the latest archaeological discoveries and research and bring them to our audience of school groups and visitors.

**To apply please send a cv and covering letter outlining your interest in the role to [jane@butserancientfarm.co.uk](mailto:jane@butserancientfarm.co.uk) by 28<sup>th</sup> May 2024.**