



Youth Engagement and Learning Officer

Job Description and Person Specification

Post:	Youth Engagement and Learning Officer
Location:	Office will be at the Workhouse Museum, with occasional work across all three sites in Ripon. Some travel to offsite venues.
Salary:	£26,000 FTE (£18,270 pro rata)
Hours of work:	26 hours per week. Hours can be worked flexibly but some hours may be evening or weekend.
Post length:	2.5 years
Responsible to:	Community Curator
Safeguarding:	This position is subject to an enhanced Disclosure and Baring Service (DBS) check.

About Ripon Museum Trust

This is a very exciting time to be joining our creative and collaborative team. We have our exciting 'Inspiration for a Fairer Future' project to deliver, which will transform our museums, and we are also an Arts Council National Portfolio Organisation. Here at Ripon Museum Trust (RMT), we are passionate about delivering our vision to 'use our heritage assets to inspire people to seek a fairer society'. All within walking distance of one another, the Workhouse, Courthouse and Prison & Police Museums create a rich tapestry telling the complex story of poverty, crime and justice. Woven from the lives of the real people who were judged, housed and punished within these institutions, these museums offer visitors a unique insight into Victorian society.

Our Mission is:

- To use **the unique trio of the Workhouse, Prison & Police and Courthouse Museums**, our collections and the stories they tell to **help people explore big issues** such as **fairness, equality, justice and welfare**.

- Through excellent engagement, programming and outreach together we will **inspire people to become compassionate and active citizens**, shaping society for the better.
- To work for greater participation in our heritage which will **enrich lives and improve wellbeing**.
- To **work as one team**, with **volunteering** integral to our organisation.
- To **make a positive impact on the cultural and economic capital** of Ripon and its region

About the 'Inspiration for a Fairer Future' project

Ripon Museums, comprising a Victorian Workhouse, a Georgian Prison, and a Georgian Courthouse, illustrate the history of poverty, crime, fairness, and justice in Yorkshire. The "Inspiration for a Fairer Future" project, with a total project value of £3.3m, aims to enhance visitor experiences, attract diverse audiences, and preserve local heritage. It will focus on essential repairs at The Workhouse Museum and manage 8,700 artefacts from the Prison & Police Museum currently in storage. Additionally, the project will unify interpretation and activities across the museums, continuing to act as a powerful learning environment, exploring the evolving history and modern context of social justice and the broader heritage of Ripon.

There are three main strands to the project which are:

- The conservation of one of the buildings at the Workhouse (Resident's block) including a new roof, repairing and replacing windows and making the building more energy efficient and accessible.
- Transforming the visitor experience through new interpretation and exhibitions at the workhouse, and connecting our stories across the three museum sites.
- A programme of activity, delivered in partnership, that will reach broader more diverse audiences.

The Youth Engagement and Learning Officer will lead on the youth engagement and education elements of the activity plan.

About the Activity Plan

The project's activity plan has identified priority audiences that RMT would like to engage. These include young people aged 16-24, young people with complex needs, local communities, isolated adults in ill health and secondary school pupils.

The Youth Engagement & Learning Officer will lead on the youth engagement elements of the activity plan. They will be the main contact for project partners including Evolve Ripon, YMCA, and the Wetherby Young Offenders institution. They will also work with local community agencies to recruit, train, and build the volunteering offer for young people. This will also involve developing RMT's youth engagement procedures and practices and build and develop existing and new partnerships with youth

organisations. In addition, they will help to develop and implement the Fairer Futures school programme, with a particular focus and specialism on the secondary school sessions. As the Youth Engagement Officer will have specific skills in engaging with young people, they will facilitate school visits for at least one day a week in term times, to secondary schools. As part of this element of the programme, we will be creating new self-led school sessions with an education consultant. The postholder will work with other staff members and freelancers to facilitate creative workshops and museum visits with groups of young people and organise and manage Museum Takeover days.

Postholder requirements:

- Responsible for the development and delivery of a youth engagement programme as part of the ‘Inspiration for a Fairer Future’ Activity Plan.
- Work with the Learning Officer and education consultant to develop a new strand of the secondary and primary school learning programme which focuses on fairness and social justice.
- Deliver the new strands of the learning programme to secondary schools once developed.
- Work with the Visitor Experience & Volunteer Manager to develop volunteering, training and development opportunities for young people.
- Coordinate training for staff and volunteers in relation to the youth programme.
- Develop RMT’s youth engagement procedures and practice.
- Build and develop existing and new partnerships and relationships with youth organisations.
- Work with other staff members and freelancers to facilitate creative workshops and museum visits with groups of young people.
- Liaising / working with the Evaluation Consultant to evaluate activities.
- Organise and Manage Museum Takeover days.
- Supervise freelance staff, volunteers and artists.
- As we are a small team the successful candidate will be expected to have a flexible and collaborative approach to their work.

Person specification

Person Specification:	Essential	Desirable
Knowledge and Experience		
Knowledge of and experience of working with young people	✓	
Knowledge of and experience of working with volunteers	✓	
Experience of developing programmes	✓	

Experience of project planning and producing clear, measurable outputs	✓	
Experience of working within a budget	✓	
Experience of building relationships with external partner organisations	✓	
Has experience of developing and delivering sessions for schools in a heritage setting		✓
Knowledge of issues concerning the protection of children and vulnerable adults	✓	
Experience in delivering or facilitating training		✓
Personal Skills		
Committed to the values and aims of Ripon Museum Trust	✓	
Articulate with excellent written skills and the ability to communicate with a range of audiences	✓	
Confident and resourceful with a problem-solving disposition	✓	
Able to self-manage, set timescales and achieve by target dates	✓	
Able to work effectively with a range of stakeholders, internal and external, including volunteers, senior staff, trustees, practitioners, older and young people	✓	
Committed to equality of opportunity	✓	
Able to work creatively and flexibly in a small team, supporting other colleagues	✓	
Good intergenerational skills		✓

This role is based in the museum with some working from home and hybrid working supported. We understand how important work/life balance is for wellbeing and are open to considering a variety of options, including hours of work, work patterns, secondments and job shares.

Ripon Museum Trust is an equal opportunity employer. We positively encourage applications from all areas of the community regardless of race, sex, disability, religion/belief, sexual orientation, age or gender identification. This is part of our commitment to equality and reflects the diversity of our population.

Method of Application:

If you are interested in this position, please complete the application form on our website www.riponmuseums.co.uk showing how you meet the criteria for the position by Sunday 04 May 2025. Please send the completed application form to Laura Allan our Curator at laura.allan@riponmuseums.co.uk or post to The Workhouse Museum, Allhallowgate, Ripon, HG4 1LE. **Please do not send a CV – it will not be used for shortlisting.**

If you have any queries about the role and would like to find out more before applying, please contact Laura in the first instance.

