

**ROSSLYN CHAPEL TRUST**  
**Learning and Outreach Co-ordinator**

Background information

Rosslyn Chapel is a Category A Listed building, located in Roslin, Midlothian. Founded in 1446, the Chapel has attracted visitors for generations but it came to worldwide prominence following the publication of *The Da Vinci Code* and release of the subsequent film. Still a working church, the Chapel is open to visitors throughout the year and, in 2018, attracted 178,000 paying visitors. It is designated a 5-star attraction by VisitScotland.

This is a key role, within the small team employed by Rosslyn Chapel Trust. The Trust is a registered charity, SC024324, which was established to manage the conservation and public access for Rosslyn Chapel and, since 2016, also Rosslyn Castle and Collegehill House.

The postholder will be based at Rosslyn Chapel and report to the Director of the Trust. Although the role will be predominantly Monday to Friday, during office hours, some evening and weekend work will be essential. The postholder will be responsible for a delegated budget, covering educational materials and resources and this will be agreed at the time of wider budget planning.

ROSSLYN CHAPEL  
Chapel Loan  
Roslin  
Midlothian  
EH25 9PU

[www.rosslynchapel.com](http://www.rosslynchapel.com)

## Key responsibilities and duties

### Education

1. Co-ordinate the development and delivery of high quality education resources and programmes to support pre-school, primary, secondary and tertiary level visits to the Chapel
2. Co-ordinate the delivery of the Chapel's Junior Guide programme in partnership with Roslin Primary School
3. Plan the promotion of education programmes and resources, including through the Trust's website
4. Co-ordinate the evaluation of education programmes to monitor feedback and identify areas for improvement.
5. Establish strong links with schools and teachers across the area, including through familiarisation visits, networking, linking with DYW programmes and co-ordinating work experience placements.
6. Identify and implement programmes to engage and support adult learning.

### Public Programmes

1. Assist in the planning and delivery of public events, including concerts and recitals; manage licences for performances and performing rights returns.
2. Co-ordinate the planning and delivery of living history programmes throughout the year.
3. In conjunction with the Director, develop and implement new initiatives to encourage more visits over quieter months.
4. Contribute to the development and implementation of new activities for general visitors in the visitor centre.

### Outreach

1. In conjunction with the Director, develop and implement a community engagement plan, to include, amongst others, the following points -
2. Co-ordinate Trust presence at agreed events, such as local gala days.
3. Co-ordinate the delivery of talks to local groups.
4. Co-ordinate the recruitment and management of volunteers.

### Other

1. Co-ordinate initiatives to improve accessibility of the Chapel and visitor centre
2. Support the ongoing training of Guides through co-ordination of talks/ visits for them.
3. Contribute to ongoing improvements to interpretation on site
4. Ensure Trust's compliance with current PVG Guidelines
5. Assist with general office administration duties (eg answering calls) when required.
6. In conjunction with the Director, contribute to the overall promotion of the Chapel
7. Provide reports and updates for Director and others as required

### Qualifications, skills and experience:

#### Essential

1. Recognised teaching or museums/heritage qualification
2. Proven experience in producing effective educational resources and programmes
3. Proven experience in event management
4. Working knowledge of the Scottish Curriculum for Excellence.
5. PVG scheme membership ( either current or approved before contract issued)
6. Excellent verbal and written communication skills, including experience of delivering presentations and writing reports
7. Excellent organisational and administrative skills and an ability to juggle priorities
8. Knowledge and experience of risk assessments
9. Full UK driving licence

#### Desirable

1. First aid certificate holder (or willingness to be trained)
2. Capacity to handle a range of physical tasks such as moving chairs, tables and equipment around the site.
3. Experience of managing staff or volunteers to deliver programmes
4. Creative arts and crafts skills

### Salary

The starting salary will be in the region of £23,250, subject to negotiation depending on qualifications and experience.

### To apply

Please send a CV and covering letter, outlining what you would bring to this role, to [director@rosslynchapel.com](mailto:director@rosslynchapel.com). Applications should be submitted by 5pm on Thursday 28<sup>th</sup> March 2019.

Interviews will be held at Rosslyn Chapel on Tuesday 9<sup>th</sup> April 2019 in Roslin, Midlothian.