

**JOB DESCRIPTION**  
**KING EDWARD MINE MUSEUM**  
**Project Officer Secondary Schools and Events**

King Edward Mine Museum, in conjunction with the Cornish mining and related engineering and earth science related industries, wish to encourage careers in engineers, science and the environment.

Responsible for engaging with secondary schools, organising and managing visits and events in the museum. Being aware of the school curriculum when developing a learning strategy.

Working in collaboration with the primary school project officer and volunteers to deliver successful school visits to engage students and teachers with Cornwall's engineering history and potential future.

Concept

The museum is not open to the public on Thursday and Friday and can be available for school visits. A good target would be 40 visits split 50/50 between primary and secondary.

The secondary programme is being initiated from previous work carried out as part of the Cornwall School Mining Games. The games are an annual event held at KEM and allow students to be part of a competition based event related to traditional and future mining techniques. The games also form the basis for workshops which can inspire future events where KEM can offer:

1. Tour of parts of the museum.
2. STEM and engineering tasks in the survey office.
3. Environmental walks around the museums substantial grounds.

Job

The appointed person would be expected to develop a learning strategy in line with the museum ethos and the school's curriculum. Deliver a minimum of 10 secondary school visits in the first year, rising to 20 in the second year.

The appointed person would also be expected to oversee the Cornwall School Mining Games, currently held in June each year.

Develop other outreach opportunities.

Work with the board and volunteers to develop and market events.

Make contact with various other organisations, local industry, local colleges and initiatives like the local careers hub and enterprise company and outreach department of Exeter University/CSM at Penryn.

Terms

- Three year contract from spring 2024.
- Pay £15,600 pa (£31,200 pro rata) paid by BACS monthly.
- 20 hours per week, not less than one day per week on site, Thursday or Friday
- Mileage paid, currently 45p/mile.
- In principle, can be term time.

- Pension
- 14 days leave
- Work station available in the survey office with some printing potential. Laptop can be provided on loan.

#### Reporting

Report to a member of the Trust, currently Peter Sheppard.

Monthly report, with timesheet, and face to face meeting.

Annual review of progress.

Presentation to the board of trustees as required.

#### Requirements

Element of leadership

Good IT skills

Good communicator

Enjoy working with teachers, students and volunteers

Have or be prepared to have a CRB check

Have transport and a driving licence

The first three months will be a probationary period during which the employment may be terminated with one weeks notice either way.

Closing date: 31<sup>st</sup> March 2024

Interviews: Early April

For further information, contact Peter Sheppard [peter@drillserve.com](mailto:peter@drillserve.com)