Centre for Computing History

Job Description

Job title:	**Education Co-ordinator**
Hours	**Two days a week (0.4 FTE)**
Fixed term	**18 months**
Salary:	**£26,000 pa pro rata**
Responsible to:	**Volunteer Co-ordinator**
Location:	**Cambridge**

Job Purpose

We are seeking a part-time Education Coordinator to work on an exciting new 18-month video project, **Viva Computer! A People's History of Home Computing**, funded by the Heritage Lottery Fund.

Background

Established in 2006, the Centre for Computing History (CCH) is an educational charity (1130071) and not-for-profit company, which opened in Cambridge in August 2013. Its core purpose is to increase understanding of developments in computing over the past 50 years through exploring the social, cultural and historical impact of the Information Age.

CCH has an internationally significant collection of vintage computers, memorabilia, artefacts, documents and hands-on displays – in total about 24,000 items. CCH is currently developing two new Cambridge-related archives: a Sinclair collection and an Acorn collection.

Project Outline

Viva Computer! will create a digital archive of a Cambridge high-tech community whose innovative thinking and technological know-how changed the world. The project will record on video the stories of 40+ industry inventors, pioneering software/ hardware engineers, gaming visionaries, microprocessor developers and others involved in the 'Cambridge Phenomenon' since the 1960s.

A team of volunteers will be recruited and trained to research, record, edit and catalogue the video histories. Wide-ranging learning resources will be developed from the archive for a variety of audiences. At project end there will be a festival and exhibition with a series of events and workshops.

Key Responsibilities and Result Areas

The Education Coordinator will have overall responsibility for volunteer training and developing dynamic learning resources from the archive to further people's knowledge of computing and digital literacy, as follows:

1. Liaise with the Volunteer Coordinator on project design, volunteer recruitment and other activities to embed learning outputs.

2. Liaise with schools (KS 1-4), colleges and teachers to develop resources that provide inspirational learning opportunities.

3. Organise training for new and current museum volunteers.

4. Develop activities, workshops, an exhibition and talks that engage the local community.

5. Develop learning sessions and teach the volunteers how to deliver them.

6. Build creative learning partnerships with adult learners, older adults and local communities.

7. Undertake administrative tasks that are relevant to this role and any other duties commensurate with the position, as designated by the Volunteer Coordinator.

8. Work with colleagues to continuously review service delivery by means of collating and analysing evaluation data.

9. Ensure that all resources are managed, cared for and used appropriately.

10. Ensure optimum use is made of all allocated resources - people, finance, buildings and equipment, to achieve the timely and successful delivery of agreed goals and performance standards for the project.

Qualifications

- Degree level qualification in ICT / Computing, or equivalent experience.
- Post graduate qualification in teaching or professional knowledge and experience of working in computing with schools or other learning groups.

Knowledge

- High level of oral/written communication.
- Excellent subject knowledge and a good understanding of the new computing curriculum.

Essential Skills & Competencies

1. Experience of developing dynamic learning resources.
2. Enthusiasm for working with adults and children, and for translating your knowledge in exciting and engaging ways.
3. Ability to manage volunteers and resources.
4. Superb organisational and administration skills.
5. Ability to engender enthusiasm and commitment in others.
6. Excellent interpersonal and communication skills across all audiences.
7. Experience of formally evaluating learning materials and activities.
8. Previous experience of working with video would be an asset.

9. Passion for the subject!

Job Demands

- Occasionally some weekend and evening working may be required. Lieu time will be given in respect of additional hours.
- The post holder is required to carry museum objects, handling and outreach boxes.

Applications

Email or post a CV (three pages max) plus covering letter outlining reasons for applying and which skills you will bring to the post.

Email: jobs@computinghistory.org.uk

Post: Curator, Centre for Computing History, Rene Court, Coldhams Lane, Cambridge CB1 3EW

Closing date for applications: 5pm on Monday 20th October
Interviews: week beginning 27th October

CCH is unable to reply to every application. If you do not hear from us within three weeks after the closing date, you should assume that you have not been short-listed for interview.

The post-holder will be required to undergo an enhanced DBS (Disclosure and Barring Service) check.

The Centre for Computing History is committed to equality of opportunity.