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## Job Description

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<b>Job title:</b>	<b>Education Officer</b>
<b>Hours</b>	<b>Three days a week (0.6 FTE)</b>
<b>Fixed term</b>	<b>12 months (possible further 12 months)</b>
<b>Salary:</b>	<b>£26,000 pa pro rata</b>
<b>Responsible to:</b>	<b>Curator</b>
<b>Location:</b>	<b>Cambridge</b>

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## Job Purpose

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We are seeking a dynamic, highly organised and motivated individual to develop and manage the museum's learning programme. A key attribute of this post will be the ability to engage formal and informal learners of all ages.

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## Background

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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.

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## Educational Aims

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CCH aims to deliver exciting and inspirational learning opportunities to a wide range of audiences – from pre-schoolers to the over-80s – so people become confident and creative users of information and communication technology, with a better understanding of computing history.

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## Key Responsibilities and Result Areas

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1. Create a learning strategy to engage schools (Key Stages 1-4) and FE colleges in line with the ethos of CCH and the national curriculum which includes onsite learning and some offsite sessions and loans resources.
2. Liaise with pre-schools, schools, colleges and teachers to use CCH's collection and resources to provide inspirational learning opportunities for all ages.
3. Deliver and facilitate high quality educational programmes, workshops and sessions for school students, on a variety of subjects relevant to the Centre and the National

Curriculum. This may also include the planning and delivery of CPD for teachers and workshops for trainee teachers.

4. Open up CCH's diverse computing collection as a learning resource for all ages both within the museum and in a community context. Undertake collections based and themed research to produce dynamic educational resources for self-directed visits, teaching sessions, families, special interest groups and online resources.
5. Undertake administrative tasks that are relevant to this role. This may include ordering resources, facilitating educational bookings and liaising with colleagues across the service to ensure smooth day to day operation of the learning programmes.
6. Develop an events programme of activities, workshops, exhibitions and talks that engage the local community and businesses in computing and its history.
7. Develop creative partnerships with local businesses, educational, voluntary and community groups to further people's digital literacy and knowledge of computing.
8. Work with colleagues to achieve effective marketing initiatives of the museum education programme to maintain and increase the use of the service.
9. Work with colleagues to continuously review education service delivery by means of collating and analysing evaluation data. The programme will need to adapt in response to the changes in the National Curriculum and other outside factors.
10. Ensure that all learning resources are managed, cared for and used appropriately.
11. 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 individual projects

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## Qualifications

- Degree level qualification in Computing, or equivalent experience
- Post graduate qualification in teaching, or equivalent level qualification and relevant experience

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## Knowledge

- High level of oral/written communication
- High level of technical expertise including:  
a comprehensive understanding of computer programming (BASIC and Python; simple electronics such as an understanding of logic gates; perhaps soldering skills.
- Up to date knowledge of Computing in the National Curriculum, key skills, learning theories/styles and generic learning outcomes

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## Essential Skills & Competencies

1. Confidence in dealing with the public
2. Teaching skills to plan and deliver activities in an engaging manner
3. Imagination and creativity in designing activities and resources
4. Commitment to working with adults, families, young people and special needs groups
5. Ability to manage volunteers and resources
6. Team-working skills

7. Self-motivation and the ability to work independently
8. Experience of formally evaluating learning materials and activities
9. Good organisational and administration skills
10. Passion for the subject!

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### **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.

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### **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](mailto:jobs@computinghistory.org.uk)

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

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**Closing date for applications: 5pm on Monday 20th October**

**Interviews: week beginning 27th October**

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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.**