Aberdeenshire COUNCIL **Job Profile**

August 2025

1. JOB IDENTITY

Post Title:	Learning and Access Officer	**Service:**	Education and Children's Services
Section:	Cultural Services	**Grade:**	Practitioner I
Reports to:	Museums Development Co-ordinator		

2. JOB PURPOSE

- Contribute to the delivery of Aberdeenshire Council Museums' Service learning and access programmes

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Collaborate with Library and Museums staff and other internal and external partners and stakeholders to assist with establishing dynamic and accessible outreach, education and exhibition programmes for the grant funded project.
- Work as part of a professional project team to provide interpretive learning materials and support commissioning of new learning resources for the grant funded project.
- Organise and deliver community workshops and outreach activities across Aberdeenshire to deliver on the outcomes and outputs of the grant funded project.
- Build and expand sustainable partnerships with local and regional groups and organisations and cross service colleagues in order to identify audiences and promote best practice for learning and access for the project.
- Assist with the effective marketing and promotion of learning and access services for the project across Aberdeenshire.
- Support the development of community capacity building for the grant funded project, growing existing and developing new audiences.
- Management of staff including supporting the commissioning and management of external contractors and creative practitioners to assist project delivery.

4. QUALIFICATIONS AND TRAINING

Essential:

- Degree in relevant discipline or recognised professional qualification or equivalent qualification or transferable experience and skills
- Demonstrable commitment to learning and CPD

Desirable:

- Post graduate qualification, such as an MA / Diploma in Museum Studies

Agreed

5. EXPERIENCE

Essential:

- Experience of writing, planning, budget management and delivery of high quality participatory programmes of heritage education

Desirable:

- Experience of working on a grant funded project
- Experience of working with and supporting voluntary and 3rd sector groups

6. KNOWLEDGE AND SKILLS

Essential:

- Knowledge of online digital marketing and social media
- A broad knowledge and genuine interest and enthusiasm for social history, art, museum objects and material culture
- Highly developed interpersonal skills with the ability to engage with and communicate to a range of individuals and groups
- Ability to work on own initiative and as part of a wider team
- Ability to work evenings and weekends, when required, and travel throughout Aberdeenshire.

Desirable:

- Knowledge of national priorities particularly in relation to heritage and learning, regeneration and community engagement.
- Demonstrable career achievements in developing heritage and / or community-based learning service

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post

Agreed