



Head of Education & Learning

Reports to: Creative Director & CEO

Line management responsibility:

- Learning Facilitator (Science)
- Learning Facilitator (Art)
- Teacher Fellow
- Volunteer Development Coordinator

Contract: Permanent

Hours: Part-time, 0.8 FTE (32 hours per week)

Salary: £35,000 per annum, pro rata

Annual leave: 25 days plus bank holidays, pro rata

Location: PK Porthcurno, Eastern House, Porthcurno, Cornwall TR19 6JX

Overview

The Head of Education & Learning is a new role at PK Porthcurno Museum of Global Communications. They will lead on the development and delivery of the museum's education and learning programme in line with PK Porthcurno's vision, mission and values.

As a member of the Senior Management Team, the post-holder will be responsible for setting the strategy for the museum's learning and education department, providing strategic advice on all aspects of education and learning, and contributing to overall business strategy. They will ensure that the museum is outward facing, supporting co-production and income generation as part of PK Porthcurno's strategic framework.

They will be responsible for the development and delivery of the museum's educational programme, building strong relationships with local schools to develop and deliver a programme that supports the National Curriculum, with a focus on STEM subjects and History. They will grow the museum's formal learning offer by developing our KS1-2 programme and expanding its provision to meet the needs of KS3-4.

The post-holder will line manage the Learning and Education Team, supporting them to develop and deliver both our formal and informal learning offer, and to create an exciting outreach programme. The post-holder will also develop and deliver their own workshops and activities as part of the planned programme. The post-holder will ensure that performance is monitored, development opportunities explored, and that the wellbeing of staff is maintained to support/inspire/promote team cohesion and to encourage staff to take responsibility and achieve results.

They will be responsible for the creation and delivery of a new Volunteer Development Strategy that will increase and diversify the museum's current volunteer cohort. Managing the new Volunteer Development Coordinator, they will support the creation of exciting volunteer opportunities with a wide appeal, including work experience and CPD opportunities, increasing the number of volunteers across museum departments.

Job scope

Responsibilities

- Key role within the Senior Management Team providing strategic advice on all aspects of education and learning and contributing to overall business strategy.
- To set the strategy for the learning and education department within the context of the Museum's strategic framework.
- To prepare, monitor and control relevant budgets in support of the overall Museum budget. Execute management control over income, expenditure and financial performance to ensure compliance with service and efficiency targets.
- To work with the Creative Director & CEO to improve the overall sustainability of the museum and its educational programme, and to define and track key performance indicators, ensuring a robust feedback process is in place.
- To harness data and evidence to gauge the museum's performance, refine its educational and learning programming, and compellingly advocate for investment.
- Work with the Senior Management Team to proactively identify and nurture relationships with strategic partners and funders, ensuring alignment with our mission and that programmes remain relevant and connected to broader cultural agendas.
- To enhance the museum's capacity to secure funding and support by seamlessly integrating externally funded projects into the comprehensive programme.
- To be accountable for maintaining quality assurance in all learning programmes.
- Responsible for key policies, including engagement, equality, diversity and inclusion, safeguarding and access, ensuring they are adhered to and reviewed/revised according to the set schedule.
- Hold overarching accountability for the evaluation of the museum's outreach programme, community engagement initiatives, educational activities, and events.
- To build and maintain strong relationships with schools and HEIs and ensure delivery of the museum's educational programme, ensuring a high quality and professional service.
- Overall responsibility for the ongoing development and leadership of PK Porthcurno's formal and informal learning and educational programme.
- Leading, developing and managing all learning and education delivery staff, including the new roles of Volunteer Development Coordinator and Teacher Fellow, to ensure the professional delivery and achievement of objectives.
- To develop and deliver their own workshops and activities as part of the learning and education programme.
- To develop a vibrant outreach programme of activities working within other partner venues, coordinating tours and outreach programmes to schools, community events, and festivals.
- To promote and represent PK Porthcurno externally, enhancing the profile of the museum locally, nationally, and internationally, and explore possibilities for collaboration.
- To work with the Collections Team on developing wrap around educational activities to support exhibitions and project ambitions.
- To work with SEND organisations to ensure developments remain accessible and inclusive.
- Responsible for the development and delivery of a new Volunteer Strategy.

- Responsible for DBS compliance, etc.
- To take on other reasonable responsibilities as required.

Person specification

Essential

- A brilliant educator with proven experience in development and delivery of formal and informal learning programmes.
- Specific science education knowledge related to the museum collection and the ability to deliver these across a range of audiences, both in formal and informal settings.
- In depth knowledge of the education sector with an up to date understanding of the National Curriculum and its delivery within a school environment.
- Experience of a senior management role, including strategic planning, budget setting, policy writing, and performance review.
- Experience in coordinating and managing a team.
- Excellent communication skills, with the ability to articulate ideas clearly and build strong rapport with partners and team members.
- Strong interpersonal skills. Able to engage and influence at all levels.
- Ability to collaborate effectively, working with others to foster a cooperative work environment and achieve common goals.
- An understanding of volunteering, especially in the heritage/cultural sector.
- Exceptional organisational skills. Able to manage multiple priorities smoothly ensuring all partner/collaborative commitments are met promptly and efficiently.
- Adaptability and flexibility. Can adjust to changing situations and environments, maintaining service quality.
- Highly reliable and delivery focused with a strong work ethic.

Desirable

- Experience of educational institutions, mainly KS1-4.
- Enthusiastic and engaging manner.
- Due to the museum's location and the need to meet with external partners, access to your own transport would be advantageous.

Application process

To apply please email your CV and a covering letter that addresses the criteria as set out in the person specification to charlotte.todd@pkporthcurno.com

Please quote job reference HEL in the email subject header

Closing date for applications is midnight, 4th October 2026

Interviews will be held at PK Porthcurno in the week commencing 12th October 2026.