



Foundling Museum

Role:	LEARNING ADMINISTRATOR
Reporting to:	Curator: Artists' Projects & Participation
Purpose of job:	To support the Learning department in administration and by co-ordinating workshops and activities across all programmes including Artists' Projects, Arts & Wellbeing, Families, Early Years, Youth and Online Communities
Working pattern:	Working 3 days a week (Wednesday to Friday). This position is based on-site at the Museum.
Contract:	Fixed term for 12 months (maternity cover)
Salary:	£27,000 FTE
Location:	Foundling Museum

WHO WE ARE LOOKING FOR

The Learning Administrator will work across the Learning Department to support the Curator: Artists' Projects, Early Years & Families Manager, Arts & Wellbeing Manager and Youth & Communities Manager. We are looking for a highly organised person with excellent administration skills. Experience and enthusiasm for working with children, families, young people or adults in a learning environment is also essential. The successful candidate will be able to demonstrate that they can work independently and show initiative, as well as thrive within a small team. This is an exciting opportunity to gain experience in an award-winning museum learning department.

OUR LEARNING PROGRAMMES – DELIVERING SOCIAL IMPACT

Our learning programmes are shaped by one of the Museum's founding ideas: that care and creativity belong together. We use arts and culture to create practical opportunities for young people – especially those with experience of care – alongside support for early years development, family wellbeing and wider access and participation.

This work reflects what is distinctive about the Museum: we use culture not only to tell the story of care, but to respond to it in the present.

Through sustained creative relationships, participants build confidence, develop skills, connect with others and find a sense of belonging in a cultural space where their stories and experiences are recognised and valued.

KEY OBJECTIVES

- To support the Learning department in administration and to co-ordinate workshops and activities across all programmes including Artists' Projects, Arts & Wellbeing, Families, Early Years, Youth and On-line Communities

KEY RESPONSIBILITIES

Administration

- Be responsible for the Learning inbox, responding to enquiries and acting as the point of contact for schools and musical workshops.
- Organise self-directed school visits, including bookings and communication with teachers.
- Be the main administrator and coordinator for evaluation and data collection across all Learning programmes, including creating Illuminate, Impact & Insights events and surveys, managing external evaluation requests and compiling data for quarterly board reports.
- Contribute to NPO and other funder reporting across the department, liaising with Learning Managers to keep NPO and data up to date, organised, stored and disseminated.
- Contribute to budget management by processing receipts, invoices and purchase orders on Xero and updating the Learning budget sheets.

Workshop coordination

- Manage the Clore Creative Studio and interactive art stations in the Museum, leading on the set up and take down of all workshops.
- Ensure the Clore Creative Studio is kept in order, and communicate with Learning teams and Events to manage studio sharing.
- Order and organise materials and refreshments for all projects, events and workshops, coordinating with artists as needed.
- Accompany and support artists during workshops as required.
- Work with the Communications team to help promote workshops and events, such as drafting copy and sourcing images.

Other

- Maintain best practice in relation to health and safety, child safeguarding, disclosure and incident reporting, GDPR, diversity and inclusion, and accessibility.
- Be flexible and undertake all reasonable duties as requested by the Curator: Artists' Projects and the Senior Management Team.

PERSON SPECIFICATION

Essential

- Proven, excellent organisational skills, with close attention to detail and the ability to multi-task and prioritise responsibilities
- Capability with using Microsoft 365 Office suite and a range of digital applications
- Friendly, approachable and enthusiastic with excellent verbal and written communication skills
- Experience or interest in working with young adults, families and care leavers
- Able to act with discretion and always maintain professional confidentiality
- Ability to self-motivate, work as part of a small team, and support colleagues, even under pressure
- Confident, resilient and resourceful, with the capacity to negotiate through personal influence
- A commitment to excellence and professionalism
- Appreciation of and support for the aims, values and ethos of the Foundling Museum

Desirable

- Experience in socially engaged practice
- Experience of working in a museum, gallery, arts, heritage, learning or charitable organisation
- A passion for the arts
- Experience and knowledge of safeguarding and GDPR compliance. Training will be provided in these areas as part of induction.
- Experience with financial administration e.g. processing receipts, invoices and expenses

BENEFITS

- 25 days' annual leave per year (pro rata) + bank holidays (pro rata) + birthday leave + volunteering leave
- You will be eligible to join a group contributory pension scheme (3 months after your start date)
- Discount from the Foundling Museum Shop and local partner businesses
- Access to season ticket, rental deposit and cycle to work scheme loans (3 months from your start date)
- Free access to partner museums
- Free access to our fully funded Employee Assistance Programme for wellbeing (WISDOM)
- Training support from our online learning platform

INTERVIEW TIMETABLE

Closing date: Monday 24 August at 9am

Interview date: Wednesday 9 September

HOW TO APPLY

To apply, please follow this link to our application portal where you will be asked to upload a completed copy of our standard application form.

On this application form you need to provide:

- Your contact details
- Details of relevant achievements in recent posts, as well as any relevant education and professional qualifications that are appropriate to the post
- What makes you a good fit for the role, for example, giving evidence of your ability to match the criteria outlined in the Person Specification
- Why you wish to work for us
- Details of your notice period and names of two referees, together with the capacity in which they have known you, and an indication of when in the process they can be contacted. We will not contact your referees without your express permission.

PLEASE NOTE: the application portal may request a CV. This is not necessary and can be ignored. Where it requests a CV, please only upload the completed application form, and the optional Equal Opportunities form if you wish to submit one.

Please get in touch with us via HR@foundlingmuseum.org.uk if you have any access requirements, for example if you would prefer to send your application via video. Any queries should also be directed to HR@foundlingmuseum.org.uk.

Please note that any offer of employment will be subject to receipt of satisfactory references and proof of right to work in the UK and also may be subject to a DBS (Disclosure and Barring Service) check.

Please also note that this job description will not form part of your contract or your terms and conditions of employment. Duties and requirements of the role may be varied from time to time in accordance with the needs of Foundling Museum, its strategy and the directions from the Museum Director.

ABOUT US

The Foundling Museum is a place where art, care and compassion meet, and where timeless stories of human experience speak across generations. We are the UK's only museum dedicated to the lives of people who have been in care and to the artists, past and present, inspired by their stories. Our work is rooted in the founding vision of the Foundling Hospital, established in 1739 as the country's first children's charity. Its purpose was to care for vulnerable children and offer dignity, compassion and better options to mothers facing impossible decisions. From the outset, art and music were central to the Hospital's work and success.

Figures such as Hogarth, Handel, Gainsborough and Reynolds helped to raise vital funds, shift public attitudes and show how culture can drive social change. At the same time, art and music were used directly to develop young people's skills and enhance their potential to succeed. It is widely regarded as the birthplace of modern cultural philanthropy in Britain. That founding belief still defines our work today, through exhibitions, artist commissions, public engagement and learning programmes that connect past and present for contemporary audiences.

'This marvellous museum that keeps reinventing itself.'

The Times

For further information visit: foundlingmuseum.org.uk.

Foundling tokens – small objects left by mothers in the 18th century to identify their babies if reclaimed. Each holds a story of desperation, separation, hope and love. © Foundling Museum 6 of 8

COLLECTIONS & RESEARCH

Our collections are at the heart of how we tell the Museum's story, shaping both public understanding and deeper research. Historic art and objects from the Foundling Hospital sit alongside the Gerald Coke Handel Collection and contemporary works by artists including Dame Tracey Emin, Michael Craig-Martin, Cornelia Parker, Sir Grayson Perry and Yinka Shonibare CBE.

The collections do more than preserve the past.

They shape how stories of care for children, identity and belonging – told through art, music and words – are understood, shared and used in the present. Our exhibitions and displays support engagement and understanding, while research access and expertise strengthen the Museum's role as a place of scholarship and cultural connection.