

# Learning Specialist

## Our purpose

Working together with and for Wellington to create remarkable experiences that generate vitality, strengthening the city we love.

## Our vision

Engaged, curious communities.

To learn more about Experience Wellington visit [experiencewellington.org.nz](http://experiencewellington.org.nz)

## Role details

|                             |  |                                 |                                    |
|-----------------------------|--|---------------------------------|------------------------------------|
| <b>Group</b>                | Children, Young People & Community Engagement  | <b>Location</b>                 | Wellington                         |
| <b>Reports to</b>           | Manager, Learning  | <b>Financial accountability</b> | Refer financial delegations policy |
| <b>Special requirements</b> | Ability to work flexible hours to support the delivery of evening and weekend programmes and events<br>Current driver licence<br>Specialist expertise in one of five portfolios; <i>Science, History, Māori, Art &amp; Digital</i> |                                 |                                    |

## Work focus

### Purpose and outcome

This role delivers our learning and community engagement activities in a way that engages diverse audiences, and brings life to our toi, taonga and offerings.

## Scope and context of what you'll do

As a Group we are looking to develop a vibrant programme of community engagement and learning activities that draws in diverse audiences to understand, enjoy, and form a deeper appreciation of our experiences – museum, observatory and gallery exhibitions and Capital E activities. Each member of the team brings different skills and lenses, and together our work complements one another, and we work as one team supporting the priorities of the all-of-organisation plan at any one time.

Being audience-centric is at the heart of the mahi of the Group. You are familiar with audience information gathered by Experience Wellington, promote the importance of audience insights, augment this information with your knowledge of audiences and communities specific to your portfolio, and use this research and information to develop learning.

You support the development of a single and multi-year programme plan. You bring new and improved programme ideas to the table and are adept at seeing learning and engagement connections across a programme of work spanning all experiences. With a plan of community engagement activities confirmed your role is to implement the programmes you have responsibility for, and to partner with the Learning and Public Programme team members as required to develop and deliver these.

The core of your role is developing the detail of the learning programmes for, and alongside, children and young people and other delivery partners. You ensure there is a significant focus on delivering learning programmes or events with broad appeal. You work with your Learning Specialist, to deliver best practice experiences linked to the New Zealand Curriculum. Each class session or programme is meticulously planned so that internal and external partners know exactly what is going on, when, and how they will be involved; well publicised by providing timely and relevant marketing information; critically evaluated so that the overall programme plan can be improved to support our strategic intent; reporting programme statistics of interest. In addition, you embrace our journey of te ao Māori, looking to bring a Māori dimension to everything we do, including in the programmes we deliver to our audiences.

Most of your time is spent delivering face-to-face learning programmes. You use multiple forms of communication to educate and inspire (including written, verbal, audio-visual and digital material). Considerations to ensure inclusion and accessibility of the content to meet the diverse needs of the groups who visit are embedded in your design and delivery principles, ensuring each group arrives feeling welcomed, and leaves feeling inspired. Primarily these groups come through our contract with the Ministry of Education, and you are responsible for liaising with teachers prior to and throughout their visit, ensuring we meet the requirements and responsibilities of this contract. You ensure smooth delivery of our contract delivery by ensuring timely and accurate reporting to the Manager, Learning. You maintain your currency in teaching and modern learning techniques (including development of technical and expert skills aligned to your core area of learning) to evolve and maintain pace with advancements, that maximise the stories and experiences we share.

Planning and preparation is critical to ensuring our learning spaces are prepared and resourced appropriately for the groups of children and young people attending. You appropriately maintain your learning environment whether that be through ensuring adequate supplies are on hand, to ensuring specialist needs are attended to.

You report to the Manager, Learning on a day-to-day basis. The Manager, Learning will ensure suitable processes are in place to seamlessly manage all aspects of our relationships with stakeholders, from the smooth hand over from bookings, peer evaluation of teaching supporting, to the development of a supportive, high-performing learning team across Experience Wellington.

## Key relationships

|                 |   |
|-----------------|---|
| <b>Internal</b> | <p>Key relationships you have are with those delivering the following services:</p> <ul style="list-style-type: none"><li>• Manager, Learning – in developing and designing programmes to be delivered</li><li>• Public Programme team – to enable connection and collaboration on programmes to extend our reach from children and young people through to adults</li><li>• Exhibitions &amp; Project Delivery – collaborate on requirements to ensure suitable set up of spaces and programmes</li><li>• Art &amp; Content – understanding the content and building learning programmes to bring these to life for audiences and learners</li><li>• Engagement Advisor - Education and Marketing Lead</li><li>• Bookings team</li></ul> |
| <b>External</b> | <p>You network with others in the sector in similar roles to share best practice and improve the way we do things at Experience Wellington.</p>   |

## Qualifications and experience

In addition to the skill requirements outlined in the next section the following experience is specifically required for this position:

### Qualifications

- A teaching qualification or alternate degree or diploma in your area of expertise (or equivalent experience)

### Experience and knowledge

- Previous experience working with children and young people in a public programme or education role, where you have developed learning initiatives from idea to delivery in your area of speciality (Māori education, Digital, Art or History/Science).
- Experience planning and delivering community learning programmes, partnering with others and being able to self-manage programmes of work
- Proven track record of working alongside children, young people, teachers and wider stakeholders, delivering programmes which make a measurable difference in improving diverse audience engagement offerings.

## Skills – what you must do well

### Cultural perspective

A core strategic pou is to ensure we bring a Māori dimension to everything we do. We are committed to Te Tiriti o Waitangi and support tangata whenua as kaitiaki. We know we are on a journey to build our competency and confidence to engage appropriately in this context. Experience Wellington provides the supportive environment to grow capability and you bring willingness and commitment to apply what you learn.

## Character

|                               |   |
|-------------------------------|---|
| <b>Honest &amp; open</b>      | Willing to be open and confident to share views; sees the benefit in raising what may be perceived as difficult conversations, but done constructively in the right setting.                |
| <b>Collaborative</b>          | A team player with supportive and kind communication  |
| <b>Curious</b>                | Show curiosity, flexibility, and openness in the way you approach your work.  |
| <b>Self-aware &amp; agile</b> | Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; take the time to understand different perspectives; adapt well in a changing environment. |
| <b>Resilient</b>              | Show composure, grit, and a sense of perspective when the going gets tough.   |

## General skills

- Communicate and engage well – in person, writing or both if required – managing diversity of perspectives respectfully.
- Maintain good working relationships with people you work closely with.
- Be responsive and willing to tackle any task.
- Use your judgement to prioritise work, think ahead and manage time effectively.
- Self-starter who can operate independently as well as collaboratively.
- Placing the audience at the centre of work is second nature.

## Capabilities and expectations

We've provided examples of what we expect of you so that you contribute to Experience Wellington's delivery of our work – mahitahi, talent development, role in the wider sector and strategic direction.

### **Te Whakahaere o te Tuku | Delivery Management | How will we turn what we know into what we do?**

#### **We want you to do things like this:**

1. Reliably and consistently deliver work to a successful conclusion accurately, and independently. Know when to ask questions or seek clarification.
2. With support, successfully navigate through work that has some degree of ambiguity or requires problem resolution.
3. Understand the context of your work within the wider organisation.
4. With support from others, know how to connect audiences and Māori culture when designing, developing and delivering work
5. Think about diverse communities when developing, shaping and delivering work.
6. Manage your workload juggling priorities and competing demands
7. Pro-actively offer to support others when you see they need assistance – mahitahi.

## **Te Whakahaere ā Parapara | Talent Management | How am I building talent for the future – for Experience Wellington and the arts and culture sector?**

1. Understand the strategic context for your work, the team’s work, and how it connects more broadly across the organisation.
2. Participate constructively in discussions about strategic direction and the team’s plan in relation to Experience Wellington’s direction.
3. Be able to discuss credibly with other people within Experience Wellington how your work is connected to the strategic direction.

## **Te Mana o te Tikanga | Systems Leadership | How do we together build for a better Wellington?**

### **We want you to do things like this:**

1. Build and maintain connections with key people across the organisation and externally in the course of your work.
2. Know how to put the audience at the centre of our work.
3. Participate constructively in the development of ways to improve our work in the context of the whole organisation.
4. Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things.
5. Adopt wellbeing, health and safety practices in everything we do, every day.

## **Mana Rautaki | Strategic Leadership | Where are we going? And how do we get there?**

### **We want you to do things like this:**

1. Contribute to developing strategy, speaking up about challenges and opportunities you’ve identified in your work.
2. Test strategy, suggesting practical ways to implement it.
3. Understand the strategic context for your work and how it connects more broadly across the organisation.
4. Reflect the strategic intent in your work to make it real, and connect it to the work of others you work with.
5. Discuss strategic context credibly with stakeholders, partners and your team.