

Role: Learning Officer	Region / Department: South and West
Reports to: Visitor Services Supervisor (Hill House)	Pay Band: Grade 2 £28,562 pro-rata, per annum.
Location: Hill House, Helensburgh	Type of Contract: (e.g.: Permanent / Fixed Term, Full time / Part-time): Fixed Term until 28 February 2027, Part-time - 16 hours per week
COST CENTRE (e.g.: 3CUZ): Mackintosh Illuminated	ACTIVITY CODE (e.g.: VSZ): EDZ.

JOB PURPOSE

To develop and trial a schools workforce project, providing secondary school pupils with employability skills, building confidence and enabling them to learn more about careers in the arts and heritage sectors. This role will also lead a series of consultation events at the Hill House with teachers and pupils. Both activities will feed into the development of the Mackintosh Illuminated project and will involve close working with the team at the Hill House and the National Learning team.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To lead on developing and testing a workforce project at the property to a set of agreed standards, as well as working with contractors and a creative practitioner on developing the content.
- To proactively develop a knowledge of Charles Rennie Mackintosh, Margaret Macdonald, the Hill House, and the wider Mackintosh Illuminated project to deliver specialised tours and talks to teachers and pupils.
- To ensure that the project is relevant to potential users and is evaluated for further development in order to ensure uptake, and to maintain records of visitor figures, evaluations and reporting to funders.
- To communicate directly with the school and book all schools' workshops and related consultation events including recording dietary and access requirements.
- To plan and book all school engagement sessions, using the relevant internal booking systems, and communicating with the team at Hill House.
- To work closely with staff and volunteers at the property, as well as the National Learning team, to feed into the development of the wider Mackintosh Illuminated project.
- To ensure the best presentation of the property and the safe and efficient provision of quality learning experiences. To ensure Safe Systems of Work are implemented effectively within all activities undertaken and with external contractors.
- To supervise contractors and a creative practitioner, when involved in delivery.

This role is funded through National Lottery Heritage Fund.



REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

- A formal qualification / previous experience in history, arts, education/learning, or engagement.

Experience

Essential

- Experience of working within a museum, education or cultural setting.
- Experience in delivery of learning programmes to secondary school pupils.
- Excellent organisational skills, creative thinking and attention to detail.
- An awareness of the Scottish education system and current curricular thinking.
- Excellent communication and interpersonal skills (especially with regard to addressing groups).
- Ability to work directly and effectively with school pupils and teachers.
- Competent user of Microsoft Office products.
- Ability to work effectively, independently and as part of a team.

Desirable

- Demonstrable existing interest in the stories of Charles Rennie Mackintosh, Margaret Macdonald and/or the Hill House

DIMENSIONS AND SCOPE OF JOB

Scale

- This post will be based at The Hill House. The post will work with the National Learning team to feed into the Mackintosh Illuminated project.

People Management

- No line management responsibility but will work closely with staff members and volunteers at the Hill House
- Will supervise contractors and creative practitioners who are delivering some elements of the wider project with the school.
- Will work with a wide range of external stakeholders including teachers, contractors, and partner organisations

Finance Management

- Not a budget-holder but will be expected to take responsibility for the careful and effective management of materials, equipment and resources.

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) with a one-page cover letter or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by the morning of Friday 7th July 2026.

Please ensure your CV includes your full name and contact details, and a one-page cover letter, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Learning Officer – Hill House".

