



UTTLESFORD DISTRICT COUNCIL SAFFRON WALDEN MUSEUM

Part-Time Learning and Outreach Officer

Salary Grade 5 £31,537 - £34,434
(£25,144.36 - £27,454.14 pro rata to 29.5 hours)

Temporary contract up to 14 March 2027

Saffron Walden Museum is looking for an energetic and proactive learning specialist, to help develop the Museum's learning and outreach services. The Learning & Outreach Officer will be an excellent communicator, passionate about heritage and committed to helping people of all ages to engage with museum collections. You will be responsible for providing sessions for school and adult groups and planning a regular programme of activities in our family-friendly museum. You will also have an important role in outreach across the district and contribute to plans for developing the Museum, its services and the interpretation of its collections.

You will be part of a small dedicated professional team and ideally be experienced in working with volunteers. Work is based at museum buildings in Saffron Walden but will include travel to schools and other venues around the district. You must have a car, insured for business use, and clean driving licence. Keyholder duties, flexibility in hours and occasional evening and weekend working, is a requirement.

Saffron Walden Museum is a major local heritage attraction with extensive collections of human and natural history from Uttlesford district plus fine collections of world cultures, decorative art and much more. This post is critical to broadening and providing a first-class experience for our audiences.

A full enhanced DBS check is required for this post.

For an informal discussion, contact Jenny Oxley, Museum Manager on 01799 510333 (Tuesdays to Fridays).

To find out more and apply please visit <https://www.uttlesford.gov.uk/jobs-careers>

Closing date for completed applications is Sunday 12 April 2026.

CVs will not be accepted.

Uttlesford District Council is an inclusive employer, and we welcome applications from all. We are proud to be a Disability Confident Employer and a Fostering Friendly Employer and proud to support our Care Leavers and the Armed Forces Covenant. Anyone disclosing a disability or is a Care leaver or is a member of the Armed Forces community (Veteran/Service leaver, Reserve Forces, or their Spouses/Partners or Cadet Force Adult Volunteer) whose application meets the essential criteria for the post will be guaranteed an interview.



