

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Museum Learning Facilitator

Sports Leisure and Culture, Place Shaping

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West
Northamptonshire
Council

Purpose and impact:

To deliver on and off-site formal museum active learning sessions for children of all abilities aged 0-19 years; informal learning sessions for a range of different audiences; specific learning activities relating to temporary exhibitions, events and other initiatives.

Accountable to:

This role is accountable to the Education Business Development Manager, and has no line management responsibility. The role sits within Museums in the Sports, Leisure and Culture department in West Northamptonshire Council.

Responsibilities:

1. Present on and off-site active learning sessions to school children to an agreed format.
2. Encourage participation by the children to provide an engaging and stimulating learning environment on occasion using characterisation and role play in costume.
3. Effectively manage the timing of active learning sessions.
4. Deliver the activities in a way that is appropriate to the audience.
5. Monitor the success of all sessions using agreed evaluation techniques and formats.
6. Prepare for active learning sessions: setting up the education space; preparing worksheets; and ensuring the appropriate materials are ready. Pack away at the end of the sessions ensuring all materials are stored correctly.
7. Work with the Education Business Development Manager to improve and develop active learning sessions in line with the National Curriculum and needs of teachers and pupils.
8. Monitor handling objects for damage and wear and tear and report this to the Education Business Development Manager.
9. Maintain a safe environment and draw any safety concerns to the attention of teachers and appropriate museum staff.
10. Undertake relevant training as necessary.
11. To provide high degree of customer care for all users and provide assistance in a helpful, enthusiastic and polite manner.
12. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the Directorate and West Northants Council.
13. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

15. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good interpersonal and presentation skills – able to deal with diverse groups and individuals	Essential	A, I
Well organised and methodical – ability to work to an agreed format in a given time frame.	Essential	A, I
Drama and role-playing skills	Desirable	I
Good team worker	Essential	A, I
Ability to be creative and imaginative to inspire audiences	Essential	A, I
Customer focused	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Desirable	A

Knowledge:	Essential / Desirable	Measured by
An understanding of delivering formal learning	Essential	A, I
An understanding of the different learning styles of the audience	Desirable	A, I
Understanding of the National Curriculum	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Previous experience of learning work with children of different ages	Essential	A, I
Delivery of handling sessions using objects with a range of audiences	Essential	A, I
Experience of learning work with a range of diverse audiences	Desirable	A, I
Previous experience of working in a museum/heritage/arts environment	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
A minimum of 5 GCSEs/NVQ level 2 or equivalent level of education	Essential	A, I
Post graduate qualification in museum/heritage related subject or teaching qualification	Desirable	A, I
Full UK driving license for travel to school outreach sessions	Desirable	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Enhanced Disclosure and Barring Service check.

Day-to-day in the role:

Hours:	Casual hours	Primary work base:	Northampton Museum and Art Gallery, plus occasional work from Abington Park Museum and schools across the county as required
Job family band:	Enabling Learning 4	Worker type:	Field-based worker
Salary range:	£14.52 to £15.30 per hour	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

This role is a casual role, and hours available will be advertised to museum learning facilitators as schools book sessions for them to register to deliver the sessions. Sessions take place at Abington Park Museum, Northampton Museum and Art Gallery, and in schools across the county for outreach sessions during normal school hours and occasionally during school holidays. Physical demands: lifting and carrying museum resources for setting up active learning sessions.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

