

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Museum Learning Facilitator (Casual)

Museums, Communities and Opportunities

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'.



West
Northamptonshire
Council

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.

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: Public Programme Manager

Responsibilities:

1. Present on and off-site active learning sessions to school children to an agreed format and timeframe; preparing the education space, with all appropriate materials in advance and ensuring all materials are stored correctly at the end of the session.
2. Encourage participation by the children to provide an engaging and stimulating learning environment on occasion using characterisation and role play in costume
3. Present the activities in a way that is appropriate to the audience i.e., age, ability, level of understanding.
4. Work with the Learning and Events Officer to improve and develop active learning sessions in line with the National Curriculum and needs of teachers and pupils.
5. Monitor the success/performance of all sessions using agreed evaluation techniques and formats.
6. Monitor handling objects for damage and wear and tear and report this to the Learning and Events Officer.
7. Occasionally support the informal learning programme of events and activities for family groups.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken 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	E	A,I,T
Well organised and methodical – ability to work to an agreed format in a given time frame.	E	A,I
Drama and role-playing skills	D	A,I
Good team worker	E	A,I
Ability to be creative and imaginative	E	A,I,T
Customer focused	E	A,I

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

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

Education, training and work qualifications:	Essential / Desirable	Measured by
A minimum of 5 GCSEs/NVQ level 2 or equivalent level of education	E	A, D
Post graduate qualification in museum/heritage related subject or teaching qualification	D	A, D

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:	Zero Hours	Primary work base:	Northampton Museum & Art Gallery/Abington Park Museum
Job family band:	EL04	Worker type:	Fixed
Salary range:	£12.73 per hour	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

The job involves regular manual handling - lifting and carrying museum resources.

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”

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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.

