Role profile

Job Title: Casual Museum Learning Facilitator
Location: Museum of the Iron Age, Andover
SEARCH, Gosport
Aldershot Military Museum
Line Manager: Venue Manager

Job Purpose:
To support the work of the Education team, who develop programmes for schools across all of our venues. To use real artefacts and specimens to provide an engaging and enriching programme of learning.

Main Responsibilities:

Volunteers and staff
• Liaising with venue staff and volunteers beforehand and on the day to ensure the smooth running of visits

Customers
• Customer service - ensuring schools receive a warm welcome and a high-quality learning experience

Site and facilities management
• Delivery - leading school sessions and, where appropriate and by agreement, other programmes i.e. family events
• Organisation - preparing for visits and clearing resources away afterwards; liaising with school staff

Reporting
• Recording pupil numbers and completing evaluations with teachers.

Corporate and statutory initiatives - equalities/health & safety/environmental sustainability
• Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and
statutory obligations are met, with particular reference to the Safeguarding of Vulnerable Persons policy
- Comply with health and safety, equalities and environmental sustainability guidance and working practices
- Undertake appropriate training and development

Person Specification:

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<th>Essential Qualifications</th>
<th>• Educated at degree level or equivalent relevant experience</th>
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| Essential Knowledge, Skills and Experience | • Excellent communication and interpersonal skills  
• Ability to be flexible and adaptable to meet schools’ needs  
• Experience of organising or leading groups of children in activities  
• Knowledge of a National Curriculum subject area  
• Experience of working with or supporting children in an educational capacity |
| Desirable Qualifications | • Degree level qualification in education or a specific national curriculum subject area  
• PGCE |
| Desirable Knowledge, Skills and Experience | • Experience of visiting or working in museums or sites with groups of children  
• Understanding of the needs of collections and conservation |

Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role.
- Direct supervision of children
- Working with vulnerable adults
- Manual handling of objects up to 5kg, daily requirement
- Work Environment - Indoor
- Possible contact with human blood or human bodily fluid e.g. first aid.
- Handling of animal, bird or reptile exhibits.

The information contained in this document is meant for the purpose of recruitment and selection only.