**JOB DESCRIPTION**

## **Job Title:**

Casual Learning Facilitator

## **Reporting to:**

Lifelong Learning Manager

**Hours:**

Various – as and when required, including during weekends and school holidays, with the expectation of some occasional evening working.

**Salary:**

£13.25 per hour

**Location:**

All Museum sites, predominantly Blists Hill Victorian Town and Coalbrookdale.

## **Function:**

To help deliver the Ironbridge Gorge Museum Trust’s lifelong learning programme to school groups at all Key Stages across all the Trust’s sites. The post holder will deliver workshops to schools based around Science, Technology, Engineering, Arts and Maths (STEAM), Design and Technology (D&T), History and digital learning. You will also deliver workshops to families during school holidays, and assist with events.

**Duties include:**

1. To support the Lifelong Learning Team in the delivery of formal learning workshops, and activities that meet the relevant parts of the National Curriculum – in particular History, Geography, D&T and STEAM subjects
2. To learn and understand the information required to deliver educational workshops and tours, including historical and technical information
3. To set up resources at the start of a workshop and to tidy up after it has finished. To report to the Learning Officers any resources that are broken or need replenishing
4. To be an enthusiastic and effective communicator providing excellent customer service and experience
5. To undertake any training that is provided to enable to post holder continue to deliver a high-quality learning experience
6. To brief schools as they arrive at the museums and assist them during their visit
7. To contribute to health and safety and security of the museums, working in liaison with the Health and Safety Officer, Operations staff, and line manager as required
8. To comply with the Museum Association’s Code of Ethics
9. To comply with the IGMT Safeguarding Policy
10. To adhere to the Ironbridge Gorge Museums Trust’s Equal Opportunities policy
11. Any other duties commensurate with the role.

## **PERSON SPECIFICATION**

## **Essential:**

1. Proven communicator with experience of delivering presentations and workshops
2. Experience of working with children and young people, preferably in a learning setting
3. Ability to work independently and as part of a team
4. Ability to travel between sites, as this role is multi-site and may involve working on two different sites within the same day.

**Desirable:**

1. Experience of working in a museum or heritage site
2. Teaching/Museum education qualification
3. Background, experience or qualification in relevant subjects – e.g. History, Art & Design, Geography, etc.
4. Full driving licence and access to a vehicle, or access to other forms of transport.

Casual Learning Facilitator Team Members will be asked to provide their availability before each school term and may also be asked to help provide cover at short notice in the event of unexpected emergency, such as staff sickness.

Signed (postholder): …………………………… Printed: ……….………….. Dated: …………..….

Signed (manager): ……………………………… Printed: …………………….. Dated: …………..….

**This job description is subject to periodic review.**