**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

 **Coventry**

 **CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Casual Learning Assistant |
| **Reporting to:** | Learning Coordinators/Creative Children’s Events Producer |
| **Responsible for:** | n/a |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To deliver activities and events with the Learning and Engagement Team across the Herbert Art Gallery & Museum, Coventry Transport Museum and Lunt Roman Fort. This role will be centred children’s events, including the museum birthday party package, sleepover events and event days. There will also be opportunities to deliver activity with school groups and early years audiences.

**MAIN DUTIES OF THE ROLE**

1. Work with other team members, external practitioners (such as historical reenactors or partnering museums) and volunteers to deliver high quality learning experiences for child audiences (families, schools and other organised groups, such as scouting and guiding groups).
2. Working on a casual basis, responsibilities will include the setting up and clearing up of resources and activity spaces. Activity will include (but is not limited to) birthday parties, museum sleepovers, residential activity at the Lunt Roman Fort, costumed event delivery at the Lunt Roman Fort, play based sessions for early years groups and craft activities for families.
3. To work across a variety of curriculum areas and approaches to learning, with a particular focus on history, drama and storytelling.
4. Maintain required records of the sessions delivered and ensure that paperwork is completed and passed to relevant colleagues, including capturing visitor figures and feedback with communities.
5. Always strive to widen the reach of our work and deepen the impact upon the lives of people and their communities.
6. Keep abreast of initiatives in museum and gallery education, by participating in any training offered and sharing good practice with colleagues.
7. Be an enthusiastic and positive member of the team, providing our school and family audiences with a fun and memorable experience.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PURPOSE or those that might at any time be subsequently re-defined.
* To support the Company’s commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To take care of their own health and safety and that of others who may be affected by their actions at work, and to co-operate with health and safety matters to help everyone meet their legal requirements.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts.
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: 12.03.2025**

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Excellent organisational skills in order to prepare for and run workshops.
* Excellent creative and interpersonal skills for establishing and maintaining positive relationships with key stakeholders and in-house delivery teams.
* Ability to motivate people of all ages to enjoy their experiences in CV Life venues.
* Self-motivated and able to work on own initiative as well as in a multi-partner team.
* Readiness to help people and the ability to respond to differing needs e.g. neurodiverse, physical disabilities, children, diverse cultures and differing levels of understanding.
* Open minded to new opportunities, methods, and ideas.

**Essential Knowledge and Experience**

* Experience of working (or volunteering) in the arts/heritage or community sector with children and young people.
* Good understanding of health and safety legislation for both indoor and outdoor events.
* Understanding of the role that museums and galleries can play in enhancing learning and childhood development.
* Willing to lead activities whilst in character and costume, both indoors and outdoors.

**Essential Special Skills**

* Able to work to work flexibly in relation to hours, including, unsociable hours, evenings, weekends, bank holidays and overnight stays as required
* Ability to travel to meetings and events across CV Life venues.

**Special Circumstances**

* DBS required.