



## Job Description

<b>Post Title:</b>	Activity Co-ordinator
<b>Grade:</b>	£24,000 (pro-rata)
<b>Reporting to:</b>	Visitor Experience Manager
<b>Working hours:</b>	Three days a week until 31 May 2020
<b>Job Purpose:</b>	To work closely with the Visitor Experience Manager to develop and deliver a dynamic and innovative formal and informal learning and engagement programme for Whitchurch Silk Mill. This role is part of our Heritage Lottery Funded project, Preserving the Fabric, due to last until June 2020.

### Main duties and responsibilities:-

Work with the Visitor Experience Manager to deliver Whitchurch Silk Mill's *Preserving the Fabric* project Activity Plan. Key responsibilities are to assist the Visitor Experience Manager:

1. to develop and deliver informal and formal activities and sessions for the Museum's target audiences, including families, older people, young people aged 13- 24, and primary schools
2. to develop on-line and hard copy learning resources for the Museum's target audiences
3. to research, order and maintain craft materials and resources used in activities and events
4. to develop and deliver on-site and off-site projects eg to community groups and to schools
5. to develop and maintain links with community groups and organisations
6. to develop partnerships to support the delivery of the Activity Plan, eg with local museums, colleges and universities
7. to develop and supervise the informal and formal learning programme volunteers and work placements
8. to train the informal and formal learning volunteers on the job

9. to assist the Visitor Experience Manager to manage the budgets relating to learning and engagement
10. to work with the Visitor Experience Manager to market the programmes effectively and develop the website
11. to evaluate the programmes and provide financial and progress reports for relevant internal teams and external stakeholders as required

The Activity Co-ordinator will:

12. keep up to date with current community and learning priorities locally and nationally
13. keep up to date with local and national funding opportunities
14. keep up to date with craft and textile initiatives locally and nationally especially in the context of audience engagement and outreach
15. be committed to health and safety and ensure familiarity with all of Whitchurch Silk Mill's health and safety policies and procedures
16. promote equality and diversity in all aspects of the work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity
17. be part of the duty manager rota for the Silk Mill, which will include working a weekend rota
18. undertake any other appropriate duties required by the Mill.

## Person Specification

<b>Post Title:</b>	<b>Activity Coordinator</b>
<b>Grade:</b>	<b>£24,000</b>

		<b>Essential</b>	<b>Desirable</b>	<b>Method(s) of Assessment (application form/interview/practical demonstration/presentation/reference / certificate of qualification)</b>
<b>Qualifications</b>				
1.	Good educational qualifications preferably to tertiary level	√		Application form/certificate of qualification
2.	Qualified teacher status is desirable		√	Application form/certificate of qualification
<b>Experience</b>				
1.	Working in a learning context for 3 years or more	√		Application form/interview
2.	Developing and delivering of high quality learning programmes in a heritage learning environment for a wide range of learners	√		Application form/interview
3.	Developing on-line and hard copy resources for informal and formal learners	√		Application form/interview
4.	Organising heritage and community events	√		Application form/interview
5.	Volunteer management	√		Application form/interview
6.	Partnership working and networking with other providers	√		Application form/interview
7.	Evaluation of learning and engagement programmes		√	Application form/interview
8.	Experience of working in a formal learning environment within a heritage organisation		√	Application form/interview
<b>Skills</b>				
1.	Creative and inspiring individual	√		Interview
2.	Highly organised and a 'self-starter'	√		Interview/reference
3.	Excellent communication skills	√		Practical demonstration
4.	Excellent interpersonal skills	√		Interview
5.	Excellent writing skills	√		Practical demonstration

6.	Ability to be self-motivated and work unsupervised	√		Interview/reference
7.	Ability to work independently and as part of a team	√		Interview/reference
8.	A working knowledge of current issues affecting learning applicable to the heritage sector and developments in the education sector, including changes to the National Curriculum	√		Interview
<b>Knowledge</b>				
1.	Understanding of equal opportunities issues in an education context.	√		Interview
2.	An understanding of safeguarding and its importance within a Museum environment.	√		Interview
3.	Working knowledge of Microsoft Office Packages; Outlook, Word, Excel.	√		Application form/ Interview
<b>Other</b>				
1.	Suitable to work with children, young people and vulnerable adults.	√		Interview
2.	Clean driving licence essential	√		Application form
3.	Weekend and evening work may be required	√		Interview
4.	Willingness to travel to deliver outreach and attend external events.	√		Interview
5.	The candidate will be asked to undergo enhanced DBS clearance	√		Interview
6.	Access to car for business use		√	