



Norton Priory Museum & Gardens Job Description

Job Title: Education & Events Facilitator **(ONE POST)**

Salary: Casual contract – zero hours. Facilitators will be paid £8.00 per hour and will need to complete a timesheet for each period of work.

Responsible to: The Learning & Community Manager/Activity Planner

Responsible for: N/A

Job purpose: To deliver school sessions and community/family activities. To assist in the delivery of weddings, corporate events and tours. May be required to work on and off site.

Requisite Skills and Experience:

- Confident presenting to different audiences
- Experience of working with a variety of groups including children and adults
- Ability to work flexible hours including term time, holidays, evenings, weekends and Bank Holidays.

Applicants should note that the successful candidate will be asked to apply for an Enhanced Disclosure.

A full driving licence and access to a vehicle is required for this role.

Candidates will be asked to prepare a five minute presentation on an aspect of Norton Priory's history suitable for a primary school audience if invited to interview.

Interviews will be held on Tuesday 6th March 2018.

Principal Responsibilities:

1. To deliver education and community sessions onsite and offsite
2. To develop and create materials for events and school sessions
3. To deliver event activities including craft sessions/trails
4. To assist with wedding, celebrations, corporate and group bookings including marquee construction, serving drinks/canapes
5. To deliver group tours
6. Assisting with front of house duties

7. Supervise volunteers during family events
8. Evaluate sessions when required to do so
9. Set up and clear up after sessions/before after events/weddings/bookings
10. Be responsible for ensuring health and safety guidelines are followed

Person Specification

| Attributes | Essential | Desirable | How Identified |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------|
| Person specification & profile | To be confident in presenting to groups and individuals of varied ages and abilities. Reliability. It is essential that you attend sessions that you have committed to. | Enthusiastic about the history, heritage and natural environment of Norton Priory and surrounding areas. | Application form/interview |
| Relevant Experience | Experience of working with a variety of groups including children, families and adults. | Experience of working in a voluntary, heritage, education or community environment. | Application form /interview |
| Knowledge and skills | Good interpersonal skills. Ability to work as part of a team and on own. | Basic Art & Craft Skills. | Application form /interview |
| Additional Factors | Ability to work flexible hours including term time/school holidays. Work may be offered at evenings, weekends and public bank holidays. Role may include outdoor working. | | Application form /interview |