

## **WESTON-SUPER-MARE TOWN COUNCIL**

### **PERSON SPECIFICATION**

**Post Title:** Learning and Events Officer (Maternity Cover)

**Hours:** 37 hrs per week or job share

**Grade:** JG5

It is essential that the post holder has:

Experience and knowledge of the National Curriculum and working in a classroom context with children and/or adults.

#### **Skills, Knowledge and Attributes**

- Excellent communication skills, both written and verbal
- Excellent interpersonal skills and organisational ability
- Ability to prioritise tasks within competing work demands and meet deadlines and targets
- Teaching skills to plan and deliver activities
- Creativity in designing activities
- Ability to manage volunteers, budget and resources
- Ability to self-motivate and work independently as well as working well within a team
- Confidence in engaging with stakeholders, both internally and externally, including the public
- Ability to work with a wide range of audiences, including those with disabilities
- Ability to develop and maximise use of educational space to various users
- A flexible and enthusiastic approach to work and be able to adapt to the changing demands and responsibilities of the post
- Adaptability and flexibility to work in team situations as well as operating on own initiative

#### **Educations and Qualifications**

- 5 GCSE A – C grade or equivalent including Maths and English
- HND or equivalent in heritage or education
- Working knowledge of using IT, including Microsoft Office applications, email, internet, and database packages

#### **Personal Attributes**

- Friendly and patient disposition
- Interest in museums and heritage

## **Other Factors**

- Willingness to be flexible with hours to encompass evenings and weekends
- Current clean valid driving licence
- Required to act as a Designated Person in the absence of the Visitor Services Manager and/or Visitor Services Supervisor to include delivery of the daily fire evacuation briefing
- You may be required to open/close the Museum in line with daily/evening operations
- The post will act as a Designated Safeguarding Officer (in addition to the Manager) for the Museum service
- The role will require regular 121 contact with children, young persons, vulnerable adults and volunteers
- This post requires an Enhanced DBS Check to be completed

## **Equal Opportunities**

Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies

## **Desirable**

- Community Engagement experience
- Experience of working with disabilities
- Knowledge and understanding of the needs of diverse and hard to reach groups
- PGCE or equivalent
- Previous 'Designated Person' key holder responsibility