

YATE TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE:	HERITAGE EDUCATION ASSISTANT
GRADE:	HAY 11
REPORTS TO:	COMMUNITY HERITAGE OFFICER
TEAM:	COMMUNITY PROJECTS – YATE & DISTRICT HERITAGE CENTRE

1. JOB PURPOSE

To work under the management and professional guidance of the Community Heritage Officer (or Community Projects Manager in their absence) to create, develop, maintain and promote educational self-delivery workshops and activities, made available for use by schools and community groups

To design and deliver Heritage Centre workshops aimed at primary school aged children, throughout the local school holiday period during the year.

To develop and deliver educational packages and projects for the purposes of community heritage education.

2. MAIN DUTIES/ACCOUNTABILITIES

Under the guidance of the Community Heritage Officer, or in their absence, the Community Projects Manager.

- a) To create, develop, maintain and promote a range of:
 - (i) self-delivery workshops, a handling collection, costumes, and activities in line with the national curriculum and in accordance with community interests and local heritage;
 - (ii) a programme of holiday activities to attract local families to visit the Heritage Centre and take part in educational activities.
- b) To assist with facilitating events and activities related to the Heritage Centre and to engage in outreach activities which could include community events and local School projects (all requests to be reviewed by the Community Heritage Officer and the Community Heritage Education Assistant).
- c) To staff and work from Yate & District Heritage Centre, assisting the Community Heritage Officer in providing general support to the service, ongoing projects and to provide cover when required, referring any safeguarding concerns to the Heritage Officer of Community Projects

Manager in their absence.

- d) To provide help and assistance to users of the Heritage Centre, the public, schools, local groups, and organisations on issues relating to local history.
 - e) To assist with the upkeep of records in the Heritage Centre in particular relation to the education collections.
 - f) To work alongside and assist volunteer staff in research work and related display activities.
 - g) To understand the links between and liaise with Yate Town Council, Yate Heritage Centre Management Committee, Yate Heritage Centre Trust, South Gloucestershire Council, South Gloucestershire Museums and other bodies as appropriate.
 - h) To ensure the conditions stated within the Heritage Centre Service Level Agreement with South Gloucestershire Council or stipulated by any other grant funding condition, is met through the work carried out within this role.
 - i) To attend appropriate training courses as instructed by the Town Council.
 - j) To undertake any other reasonable tasks as directed by the Community Heritage Officer or Community Projects Manager.
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3. DIMENSIONS

The post holder is responsible for the quality of the educational material and packages produced on behalf of the Heritage Centre and if relevant to primary school aged children, ensures these are annually reviewed to sit in line with the National Curriculum guidance and if relevant to the wider community, ensures these are regularly reviewed in the interests of the local community.

The post holder should consider the following (but not subject to) when developing self-delivery workshops and activities:

- the health and safety of the individuals undertaking such activities;
- promoting inclusivity considering varying levels of ability and accessibility needs of those taking part in the activities;
- the knowledge, experience and expectations of the individuals that will deliver these workshops;
- the ages of the people participating.

There is a notional education budget but the post holder must request permission from the Community Heritage Officer before spending large sums.

4. JOB CONTEXT

Yate & District Heritage Centre provides a Heritage Service for the people of the Yate area. There is a full service provided which includes: - regular exhibitions, accessible collections, an enquiry service, a free education service

for local schools and regular family and evening events. The service (including the Heritage Centre) serves over 7,000 users per year.

Specifically the purpose is to serve all members of the local community and visitors, including educational visits, to enable people to explore heritage collections for inspiration, learning and enjoyment and to collect, safeguard and make accessible artefacts and documents, which are held in trust for society.

Education materials for schools provide opportunities for children locally to learn and engage in heritage and history in line with the national curriculum.

This role is part-funded through an annual Service Level Agreement with South Gloucestershire Council entitled: Heritage Centre & Education Service for Yate & District. This funding is awarded on an annual basis and is not guaranteed. In the future, should South Gloucestershire Council's funding be withdrawn, Yate Town Council cannot make any guarantees about the continuation of the post of Heritage Education Assistant and may decide to make the role redundant in the event of the withdrawal of the external funding which currently supports the delivery of the post.

The SLA is managed by the Community Heritage Officer, who is responsible for delivery of the agreement, targets, reporting, the Forward Plan and seeking service user feedback.

5. SUPERVISION AND WORK PLANNING

The postholder is responsible to the Community Heritage Officer, and in their absence, to the Community Projects Manager.

The Community Heritage Officer has a weekly informal discussion with the Heritage Education Assistant regarding the role and workload.

The postholder would usually set their own priorities and sometimes supervise the work of volunteers within an education context.

6. PROBLEMS AND DECISIONS

To work under the Community Heritage Officer to identify priorities ensuring the service is meeting the demands and needs of the local schools, organisations and wider community within time and financial constraints.

Reviewing self-delivery workshops annually to ensure they meet current curriculum and community needs.

To follow heritage processes and refer complex or out of the ordinary issues to the Community Heritage Officer or Community Projects Manager i.e. safeguarding concerns.

7. CONTACTS

Yate Town Council, Heritage Centre Management Committee, Heritage Centre Trust, Friends of Yate & District Heritage Centre, Local schools, General public, South Gloucestershire Council, Bristol and Gloucester Records Officers, Gloucestershire Local Studies Library.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

The post holder must have:

1. experience of creating and delivering workshops or activities to community groups, schools or within a community education-based setting.
2. some knowledge of local history.
3. some knowledge of museum methods in collections care, exhibition production and the heritage sector.
4. experience of working with or supervising volunteers.
5. good verbal and written communication skills and a focus on user needs.
6. the initiative and judgement to identify problems and raise them with senior colleagues as appropriate.
7. be competent in the use of IT equipment and Microsoft Office.
8. be willing to undertake a DBS check.
9. a full UK Driving licence or access to transport.

The post holder will ideally have:

1. An NVQ2 or equivalent in Heritage, History, Education, Community or another related subject.
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9. PHYSICAL EFFORT AND/OR STRAIN

May require physical exertion to move some display furniture/large objects, either individually or with other volunteers subject to weight and size.

10. WORKING ENVIRONMENT

Mixture of desk based and community delivery activities, moving around the gallery and visiting schools or community settings to lead workshops. This

includes using the handling collection and demonstrating how artefacts were used.

11. EQUIPMENT

Moving and handling historical objects.
IT equipment.

12. GENERAL

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

Duties may vary from time to time without changing the character of the post or the level of responsibility.

13. SPECIAL NOTES OR CONDITIONS

The post holder will be subject to a Disclosure and Barring Service Check and will be required to subscribe to the portable update service.

If the post holder is convicted of a criminal offence or receives a caution once employed, they must inform the Town Clerk immediately. Failure to do so may result in disciplinary action, which could lead to dismissal.

The post holder will be primarily based at Yate and District Heritage Centre and could include work in the community or at another Yate Town Council Property if necessary.

This post will require some out of hours and weekend work and flexibility given the nature of the community role.

The post would involve responsibility for being a key holder at the Heritage Centre.

The post holder will be required to undergo training.

YATE TOWN COUNCIL

EMPLOYEE SPECIFICATION

HERITAGE EDUCATION ASSISTANT

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		An NVQ2 or equivalent qualification in Heritage, History, Education, Community or another related subject.
Work related experience and Associated Vocational Training	Have experience of creating and delivering workshops or activities to community groups, schools or within a community education-based setting.	
Other Relevant Experience	Have experience of working with or supervising volunteers.	
Specialist Knowledge	Some knowledge of museum methods in collections care, exhibition production and the heritage sector. Some knowledge of local history.	
Job Related Skills	Be competent in the use of IT equipment and Microsoft Office. Care in moving and handling historic objects.	
Personal Skills	The initiative and judgement to identify problems and raise them with senior colleagues as appropriate. You will have good verbal and written communication	

	skills and a focus on user needs.	
Special Working Conditions	<p>This post will require some out of hours and weekend work and some flexibility given the nature of the community role.</p> <p>Be willing to undertake a DBS check.</p> <p>The post would involve responsibility for being a key holder at the Heritage Centre.</p> <p>The ability to use physical exertion to move some display furniture/large objects, either individually or with other volunteers/staff subject to weight and size.</p> <p>Have a full UK Driving license or access to transport.</p>	

Evaluation Date: 15/8/18

Effective Date:

Reference: