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| |  | | --- | |  | | **Museums Officer (Learning & Children Provision)**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Museums Officer  (Learning & Children’s Provision)    **Service Area:** Culture & Leisure  **Directorate:** Services to Place  **Team:** Museums | Salary Grade: 6 |
| **Post Reports to:** Museums Manager  **Post Responsible for:** Recruitment, training and supervision of Museums Assistants delivering learning sessions | |
| **Main Purpose of the Job:**  To ensure that there is a relevant and successful learning programme and engaging activities and facilities available for children and young people at Stockport Museums | |
| **Summary of responsibilities and key areas:**  To oversee the content, design and delivery of programmes for schools at museum sites  To advise site based staff on appropriate play and interactive provision for children and young people at sites  To co-ordinate the on-going recruitment, training and supervision of staff delivering learning sessions  To contribute to the business planning process for sites from a learning and children’s provision perspective | |
| **Job activities:**   1. **Learning**     1. To monitor content of learning programmes and update as necessary in the light of feedback and changes to the school curriculum.    2. To design new sessions as the need arises or in response to requests from schools    3. To oversee the delivery of learning programmes and address any problems or issues arising with teachers, delivery staff and children    4. To agree an outline calendar of sessions which can be delivered within the resources available    5. To develop the content of information materials to publicise learning programmes to teachers, including complementary digital resources.    6. To manage the evaluation of programmes to ensure that provision remains relevant to the needs of schools. 2. **Children’s Provision**    1. To maintain knowledge of best practice in the area of children’s engagement with museums    2. To advise site based staff on activities and facilities which would be appropriate to the site    3. To assist site based staff with the development and installation of children’s provision at the site    4. To advise and deliver engaging and appropriate school holiday activities.    5. To evaluate children’s provision at sites to ensure that it remains popular with visitors.      1. **Staff recruitment, training and supervision**    1. To work with Museums Officers at sites to ensure that there are sufficient staff available to deliver sessions    2. To manage the recruitment of staff to deliver sessions as necessary    3. To train staff to deliver effective sessions and provide ongoing support to help them to continually improve delivery    4. To develop materials and provide guidance to help staff gain the appropriate content knowledge. 2. **Business Planning**    1. To contribute ideas to site business planning processes from a learning and children’s provision perspective    2. To advise site based staff on learning and children’s considerations as part of their business planning process    3. To maximise opportunities for learning and children through site based activities and events    4. To assist in the delivery of events and activities as relevant. 3. **Projects**     1. To provide ad-hoc support as required on learning and children’s issues relating to museums projects 4. **Supervision of Museum Operations and Activities**    1. To take responsibility for providing supervision of museum operations, as required, to ensure the presence of sufficient levels of site staffing    2. To provide cover on customer facing museum operations, as required, in the event of staff shortages | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Ability to design museum learning sessions relevant to the school curriculum and the needs of pupils and teachers | Essential |
| Ability to design complementary digital Learning resources | Desirable |
| Ability to deliver engaging learning sessions to a range of ages and abilities | Essential |
| Ability to evaluate sessions and suggest improvements | Essential |
| Ability to identify the needs of children and young people and design provision which will engage them | Essential |
| Ability to train and develop staff in both delivery style and content | Essential |
| Ability to provide ongoing supervision of delivery staff. | Essential |
| Understanding of what makes a museum family friendly and attractive to young people. | Essential |
| Ability to deliver small to medium scale events and activities | Essential |
| Understands and actively supports Stockport Councils diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| A willingness to be flexible in a changing environment | Essential |