

Oxford City Council

Building a world class city for everyone

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Career Opportunity

Job Title	Museum Engagement Officer: Older People (Req No. 001508)
Service Area / Directorate	Community Services
Salary and Grade	G5: £25,307 to £27,125 per annum - (pro rata for part time)
Contract	Fixed Term up to 31 December 2019, with the possibility of an extension
Hours	21 hours per week
Location	Oxford - Town Hall

The role

Are you interested in local social history? Are you the type of person who likes talking to people and sharing stories?

Have you heard of Oxford City Council's Museum of Oxford and our exciting new re-development project 'Oxford's Hidden Histories'?

If so we've got an exciting new role that might be for you.

We are looking for a confident communicator with a strong customer focussed approach to work with older people who may not be able to access museum services on site. Our ideal candidate will have good organisational skills and a proven record of supporting older people.

Oxford City Council's Museum of Oxford is a local social history museum that tells the story of Oxford and its people and with a busy outreach programme for older people, schools, community groups and the wider public. This role joins the Museum of Oxford at an exciting time as we are embarking upon a £3m, Heritage Lottery Funded (HLF), development project of the museum's galleries and collections.

This post is funded through our established partnership with the University of Oxford Gardens, Libraries and Museums, as part of our role as an Arts Council England National Portfolio Organisation Associate.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion liP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call **01865 252848**.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history.

Closing Date: 14 October 2018

Late applications will not be processed

Interview Date(s): 30 October 2018

For an informal discussion about the post please contact Kate Toomey on 01865 252819 or email kttoomey@oxford.gov.uk

We want our workforce to reflect the diversity of the community we serve so we welcome applicants from all communities. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for any vacancies.

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.



Role Profiles

Role information

Job Title	Museum Engagement Officer: Older People	Post Number	HR use only
Position type	Fixed Term up to 31 December 2019, with the possibility of an extension	Hours	21 hours per week
Grade and Salary Range	G5: £25,307 to £27,125 per annum (pro-rata for part time)		
Location	Oxford		
Service Area / Directorate	Community Services		
Responsible To	Kate Toomey	No. of employees	N/A
Budget (£)	N/A	Assets	N/A
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Basic Disclosure		
Political Restriction	This post is not politically sensitive		

Role purpose

- To deliver reminiscence sessions for older people in the community and at the Museum of Oxford using objects, photographs and documents as inspiration for the sessions
- To maintain and care for the Museum of Oxford's' reminiscence handling collection and associated materials
- To promote and co-ordinate the museum's services for older people.
- To provide relevant data for reporting and evaluation

Role responsibilities and main duties

- Deliver museum workshops for older people in the community and at the Town Hall
- Develop and deliver interactive presentations for older people and community audiences
- Make bookings for the service in local care homes and other community settings by telephone and email
- Ensure that services are risk assessed and delivered in a safe environment, and that venues and equipment are appropriate for the audience, activity and numbers anticipated
- Co-ordinate and promote monthly Memory Lane and Movers and Shakers sessions in the Town Hall
- Maintain a database of confidential information about people who attend workshops at the museum.
- Provide support for older people wishing to use the museum's services by telephone, email and in person

- Maintain and care for the Museum of Oxford's reminiscence handling collection
- Monitor and evaluate the services offered to older people and made recommendations where appropriate
- Provide relevant data and information for internal and external reports where appropriate
- Contribute to team projects such as the current capital redevelopment project, as required
- Maximise opportunities to work in partnership with external organisations such as the University of Oxford's Gardens, Libraries and Museums (GLAM), Oxfordshire History Centre, Oxfordshire Museums Service and Banbury Museum.
- Act as an ambassador for the Museum of Oxford and the delivery partnership with GLAM, both internally and externally
- The nature of the duties of the post calls for work outside of normal working hours including some evenings and weekends

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Educated to GCSE level or equivalent with a minimum grade C pass in English and maths	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience of developing and delivering presentations and learning programmes	✓	✓	✓	<input type="checkbox"/>
Experience of working with or supporting older people	✓	✓	✓	<input type="checkbox"/>
Experience of working with partners to deliver services	✓	✓	✓	<input type="checkbox"/>
Excellent verbal and written communication skills face to face, over the phone and by email	✓	✓	✓	<input type="checkbox"/>
Experience of IT skills, including social media, word processing, databases and desktop publishing	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
The ability to be a strong team player with the enthusiasm and flexibility to act proactively, demonstrating initiative and tenacity in solving problems and completing work	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Physically fit for participating in gentle dance activity and for transporting collections in a suitcase to community venues	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
Experience of working with and caring for museum handling collections	✓	✓	✓	<input type="checkbox"/>
Experience of risk assessments and relevant health and safety requirements	✓	✓	✓	<input type="checkbox"/>
Knowledge of a relevant subject area covered by the museum and/or Oxfords' social history	✓	✓	✓	<input type="checkbox"/>
Experience of working with or supervising volunteers	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.