

Oxford City Council

Building a world class city for everyone

www.oxford.gov.uk



Career Opportunity

Job Title	Museum Learning Assistant
Job reference	002360
Service Area / Directorate	Community Services
Salary and Grade	G4: £24,908 to £25,651 per annum - (pro rata for part time)
Contract	Permanent
Hours per week	19.5 hrs per week, annualised (more details below)
Location	Oxford - Town Hall

The role

Do you like working with the public?
Could you inspire children and families to enjoy museums and their collections?
Are you creative and organised?

If you are all these things, this could be an opportunity for you.

We are looking for a **Learning Assistant** to work with children and families at the newly redeveloped **Museum of Oxford**, located in Oxford Town Hall. This is a great opportunity to work in the Museum interpreting the collections through the delivery of its learning programme to children and young people, families, and visitors with additional needs, and to deliver other activities and special events at the Town Hall and out in the community. You will also duty manage the museum on a rota basis. Ideally, you will have previous experience in the heritage industry with families and schools, and a friendly and helpful attitude. You will need to be self-motivated, hard-working and flexible to succeed in this role.

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 programme for families, older people, schools, community groups and the wider public.

About us

Our ambitious leadership team and dedicated staff are working hard building a world class city for everyone. Oxford City Council has accelerated plans to build more affordable and council housing in the city. We provide services to help reduce inequality and improve the health and wellbeing of Oxford's residents and are taking a lead on reducing emissions and increasing biodiversity to become a net carbon neutral city of the future.

We are a supportive and collaborative bunch of people working towards shared goals, where new ideas and initiatives are valued. We strive to deliver service excellence, take accountability for our actions and communicate with honesty and respect. There has never been a more exciting time to join us! Help us to build successful places in which to live and work and build a fairer, greener city in which everyone can thrive.

Many of our roles offer flexible or hybrid working.

We offer generous holiday 28 days a year with an additional 4 days after 5 years' service
We are committed to supporting career development opportunities and learning and development
An above average pension offering
Plus other great benefits

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. If you are making an application using a CV please ensure you explain any gaps in your work history.

We usually do 1st interviews online but please let us know if this is not an option for you. For hybrid roles the successful applicant will be expected to work from home. You should ensure that you have reliable and secure Wi-Fi access; a suitable workspace and are prepared to undertake distance learning and training.

Closing Date: 17 October 2023

Late applications will not be processed

Interview Date(s): 01 November 2023 and 02 November 2023

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

We are an equal opportunity employer:

We are striving to become a more inclusive employer and to represent the communities that we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from ethnic and minority communities. All applicants will be given fair consideration for work and will not receive less favorable treatment on the grounds of any protected characteristic.



Role Profiles

Role information

Job Title	Museum Learning Assistant
Position type	Permanent
Hours per week	19.5 hours
Grade and Salary Range	G4: £24,908 to £25,651 per annum - (pro rata for part time)
Location	Oxford - Town Hall
Service Area / Directorate	Community Services
Responsible to	Museum & Heritage Community Learning Manager
Responsible for	0 reports
Budget (£)	0
Assets	0
Driving licence	Not required
Rehabilitation of Offenders Act 1974	Not Exempt
Candidate Screening	Not required
Political Restriction	This post is not politically sensitive

Role purpose

- To coordinate and promote the museum's activities for children and young people, families and visitors with additional needs.
- To deliver lively and engaging learning sessions for children and young people, families and visitors with additional needs onsite at the Museum of Oxford and online from the museum.
- To provide excellent customer care to ensure that families, children and young people, and visitors with additional needs, etc, leave the museum enthused about Oxford's history.
- Duty Management of the Museum of Oxford, on a rota basis

Role responsibilities and main duties

- To design, create, and resource activities for children and young people, families and visitors with additional needs visiting the museum and online.
- Preparing spaces, equipment and materials for activities at the museum and other venues, imparting historical information and art and craft skills in a lively and creative manner for groups of all ages.
- Promote our activities for these key audiences, producing marketing materials and identifying ways to attract key target audiences.
- Build relationships between the museum and local partners in key areas of the city.
- Evaluate and report on activities delivered at the museum and in the community.
- Monitor numbers of participants and income for group sessions against annual income and engagement targets.

- Support and train casual learning facilitators and volunteers in delivering informal learning activities.
- To keep up to date with the innovative approaches to informal learning in museums for key target audiences of under 5s, children, young people, families and visitors with additional needs.
- Maintain and care for the Museum of Oxford's handling collection.
- Duty Manage the museum on a rota basis.
- Any other duties consistent in nature with those outlined above.
- The role is 19.5 hours a week, to be worked flexibly throughout the year and including duty management of the museum on Fridays and occasional Saturdays.

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 that is listed to be 'Assessed at: Application' on 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, interview, test/exercise or documentation (eg a qualification document).

Essential Criteria	Assessment stage
Educated to GCSE level (or equivalent), including English and Maths at grade C or above	Application
Experience of delivering workshops with children, families, and visitors with additional needs in a museum or heritage setting	Application; interview; test
Experience of developing family learning activities in a museum or heritage setting	Application; interview; test
Experience of developing learning resources for visitors with additional needs in a museum or heritage setting	Application; interview; test
Experience of developing resources for Under 5s in a museum or heritage setting	Application; interview; test
Knowledge and understanding of the National Curriculum and how museums can support it	Application; interview; test
A passion and enthusiasm for teaching young people about the past	Application; interview; test
Excellent communication skills both written and spoken	Application; interview; test
Experience of risk assessments, safeguarding and health and safety in a museum and heritage environment	Application; interview
A flexible approach to working hours	Application; interview
Good knowledge of Oxford and its heritage	Application; interview

Desirable Criteria	Assessment stage
Experience of working alongside volunteers	Application; interview
Good awareness of the services provided by the museum team and that of the council	Application; interview; test

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.