

## Job Description

<b>POST TITLE</b>	Education Workshop Leader (casual)	<b>POST NO:</b>	PK3335
<b>SERVICE UNIT</b>	Green Spaces and Amenities – Towneley Hall	<b>GRADE:</b>	4
<b>JOB EVALUATION</b>	A2143	<b>JOB FAMILY</b>	N/A
<b>RESPONSIBLE TO:</b>	Towneley Hall Manager		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>LOCATION</b>	Towneley Hall	<b>STATUS</b>	Staff

### Job Purpose

To deliver engaging and educational workshops for visitors of all ages at Towneley Hall and on an outreach basis. You will use your passion for culture and heritage to create interactive, inclusive, and dynamic learning experiences for pre-school, schools and family visitors. The post will work closely with the Towneley team to ensure that the Hall's educational initiatives align with its mission and provide meaningful experiences for diverse audiences. This casual position is based on the Hall's needs and requires flexibility in hours.

### Main Duties and Responsibilities:

1. Assist in the delivery of Towneley Hall's programme of educational workshops that enhance the participant's understanding and enjoyment of the museum's collections and exhibits.
2. Deliver educational workshop sessions to a range of audiences, including school groups, children and families, fostering an interactive learning environment and answering questions related to exhibits and collections.
3. Adapt and tailor educational content to meet the needs of different groups, including pre-school, KS1/2, or those with special educational needs.
4. Collaborate with curators, education staff, and external partners to develop sessions and deliver new educational initiatives.
5. Help evaluate the effectiveness of educational workshops and suggest improvements based on participant engagement and feedback to continually improve the quality of Towneley Hall's programme.

6. Participate in training and professional development opportunities to enhance teaching methods and organisational knowledge.
7. Ensure the safety and security of visitors and collections including fire safety and administering evacuation procedures.
8. Maintain a smart and clean appearance in line with Towneley Hall dress code, wearing a Towneley Hall branded gilet, jacket or jumper, and name badge which are provided.
9. To attend training identified as necessary to undertake current and future job requirements.
10. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

<b>Nature of Contacts and Relationships:</b> To interact with the Towneley Team (staff and volunteers) and members of the public visiting Towneley Hall.
<b>Responsibilities for Supervision:</b> None
<b>Responsibilities for Finance:</b> None
<b>Responsibility for Physical Resources:</b> Security and care for high value museum objects.
<b>Work Environment:</b> Working in rooms within an historic building with restricted/difficult access.

### Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

### FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

#### Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by: Sally Smith**

**Date: May 2025**

## Person Specification

<b>POST:</b> Education Workshop Leader (casual)	<b>GRADE:</b> 4
<b>DIRECTORATE:</b> Operations	<b>POST NO:</b> PK3335

Selection Criteria		Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>QUALIFICATIONS</b>			
1.	GCSE in maths and English or equivalent	E	A/C
<b>EXPERIENCE</b>			
2.	Experience in museum, gallery, or educational setting is desirable, particularly in delivering educational programs or engaging with diverse audiences	D	A/I
3.	Experience of delivering workshops for children, schools or the general public	E	A/I
<b>SKILLS AND COMPETENCIES</b>			
4.	Excellent communication, presentation and interpersonal skills with the ability to interact positively with diverse groups of people and make learning fun	E	A/I/T
5.	Ability to work both independently and as part of a team	E	A/I
6.	Ability to manage time effectively	E	I
7.	Friendly, professional demeanour and the ability to remain calm and composed in busy or challenging situations	E	I
<b>KNOWLEDGE</b>			
8.	Knowledge of educational theory and practices	E	I
9.	Knowledge of basic health and safety procedures	D	I
<b>OTHER</b>			
10.	Availability to work flexible hours, including evenings, weekends, and public holidays.	E	A/I

Selection Criteria		Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
11.	Interest or background in art, history, or museums	D	I
<b>The Burnley Way</b>			
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.</p> <p>Further details are contained in the Behaviour Framework</p>			

**May 2025**