

RUGBY BOROUGH COUNCIL



JOB PROFILE

Post No.	30550 - 30563
Post Title:	Casual Educator Facilitator
Unit/Team:	Art Gallery, Museum and Visitor Services
Grade:	£17.16 per hour
Service:	Leisure & Wellbeing
Reports to:	Senior Learning and Engagement Officer
Issue Date:	July 2026

PURPOSE OF THE JOB

To deliver a range of quality art or heritage workshops with young people or adults, ensure all visitors have an excellent visitor experience whilst engaging with our activities on and off site.

To work within Rugby Art Gallery and Museums vision to create an environment for engagement and learning, embracing our family friendly values and help visitors engage with our collections and exhibitions.

To ensure the Councils child protection policy is fulfilled, while representing Rugby Borough Councils Art Gallery, Museum and Visitor Services.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To be responsible for the welfare of the children and potentially vulnerable adults whilst in the care of Rugby Borough Council.
- 1.2 Delivering quality arts or heritage workshops
- 1.3 Dealing with inappropriate behaviour
- 1.4 To act as a contact for the Senior Learning and Engagement Officer during the sessions
- 1.5 To set up and take down equipment and materials during the workshop
- 1.6 To represent Rugby Borough Councils Art Gallery, Museum and Visitor Services including providing information on the sessions.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Photographing activities and gaining consent, encouraging young people to complete evaluation forms.

- 2.2 To be proactive in safeguarding children and vulnerable adults. Where there are safeguarding concerns then the job holder needs to report these in line with the Council's Safeguarding procedures which can be found in the Child Protection Policy and Vulnerable Adults Policy. The post holder will be required to complete regular safeguarding training.
- 2.3 Any other reasonable duties as requested by your manager, in line with you skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

Young people taking part, volunteers

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

Equipment used within the role

6. EXTENT OF PUBLIC CONTACT

Young People and adults including at those risk

7. WORKING CONDITIONS AND ENVIRONMENT

Outreach activities, including village halls, community settings, schools and Rugby Art Gallery and Museum

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan

Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Casual Education Facilitator

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience in dealing with the public	E	A,I
Strong communication skills (face to face and group talks)	E	A,I
Methodical approach	E	A,I
Flexible approach to working	E	A,I
Good team worker	E	A,I
Commitment to report potential child and vulnerable adults safeguarding issues	E	A, I
A commitment to work within our CAN DO values	E	A, I
Experience in working with young people	D	A,I
Story telling/acting experience	D	A,I
Full Valid Driving Licence	D	A,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D