

British Motor Museum

Internal Vacancy Notice



Job Title	Family Activities Assistant
Department	Lifelong Learning
Contract Type	Casual/Part Time
Pay Rate	£10.85 per hour (under 21) £12.71 per hour (21 and over)
Reporting to	Family and Lifelong learning Officer

Purpose

The Family Activities Assistant will support the delivery of the Museum's family activities during weekends and school holidays and assist the Learning Team in the administration and preparation of activities, events and visits. Activities can include painting, model building, object handling, general crafts and storytelling. This is a public facing role and requires an enthusiastic approach - encouraging families to join in with activities and interacting with visitors of all ages.

You will also be supporting the Learning Team in delivering the Museum's equality, diversity and inclusion (EDI) aims by helping to make the Museum accessible to all and supporting events such as our Access Days. There may be occasional off-site work when we take our activities out into the community.

This role will require a flexible approach to working hours. The post holder will be working various hours throughout the year and will include some weekends, Bank Holidays and time during both school term and school holidays on a casual hourly basis. Hours are not guaranteed. An advanced DBS check will be conducted upon appointment.

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Role

Key Responsibilities

- Meeting and greeting visitors and encouraging them to take part in the activities
- Demonstrating the Museum's activities programme to visitors, which include arts, crafts and STEM based activities.
- Assisting visitors with the various activities.
- Set up, clear away and clean equipment needed to deliver learning sessions and events and ensure that delivery spaces are left in good order for the following day.
- Assist the Learning Team with the evaluation of the service.
- Support Saturday and holiday clubs as well as community visits and special events, as required.
- Support the Team in developing a range of family activities and activity sessions.

Other Responsibilities

- Take responsibility for your own health, safety and welfare, ensuring compliance with Trust's Health and Safety policies, procedures and safe systems of work.
- Adhere to other Museum policies including the Safeguarding of Children, Young People and Vulnerable Adults Policy at all times.
- Be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with the Trust's Equal Opportunities Policy.
- Undertake to familiarise yourself with the data protection procedures set down by the Company as a result of the General Data Protection Regulation.
- Actively and positively contribute to the success of the business in delivering your duties and any other business-related activities which may reasonably be requested.

Knowledge, Skills, Experience and Attributes Required

- Confidence interacting with the visiting public
- Excellent verbal and written communication skills
- Strong attention to detail
- Enthusiastic and practical hands-on approach
- Ability to assist with the moving of furniture when setting up activity sessions in the Museum
- Ability to work as part of a team and on your own

Desirable:

- Experience of delivering activities to a range of audiences
- Experience of working in a museum or heritage environment
- Experience in public speaking or making presentations
- A talent for arts and crafts
- Knowledge of or interest in the motor industry and historic motor vehicles

Inclusion and Diversity Statement

As an organisation the British Motor Industry Heritage Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. We welcome applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.