

Job Description

Job Title:	Learning Assistant
Salary:	£13.00 per hour
Contract Type:	Casual/Part Time
Reporting to:	Learning Team Officers

Job Purpose

The Learning Assistant will support the delivery of the Museum's formal and informal Learning programme for schools, colleges, universities and other groups. They will assist the Learning Team in the administration and preparation of activities, events and visits, helping to further the Museum's aims as an educational charity.

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 the school term and school holidays on a casual hourly basis.

We're looking for a real team player - someone with a passion for delivering educational programmes to all ages. Experience in an educational setting would be advantageous for this role.

An advanced DBS check will be conducted upon appointment.

Main Duties

- Deliver the educational sessions offered by the Museum to schools, colleges and educational groups
- Deliver Museum tours to families and community groups when required
- Deliver Touch and Access Tours of the Museum to groups with special educational needs when required (with full training provided)

- Assist the Learning Team with the evaluation of the service
- Set up and clear away equipment needed to deliver learning sessions and events and ensure that delivery spaces are left in good order for the following day

Other Duties

- 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 Museum policy including the Safeguarding of Children, Young People and Vulnerable Adults 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

- Experience of delivering learning activities to a range of audiences
- Ability to work with a broad range of visitors
- Ability to work as part of a team and on your own
- Excellent communication skills
- Strong attention to detail
- Experience in tour guiding, public speaking or making presentations
- Knowledge of or interest in the motor industry and historic motor vehicles is advantageous but not essential
- Ability to assist with the moving of furniture when setting up activity sessions in the Museum

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.