

Creswell Heritage Trust

Job Advert

Job title: Heritage Facilitator

Department: Learning

Pay grade / Salary: £17,966.12 pa (32.5 hrs per week)

Hours: 32.5 hours per week, Monday – Friday, including Bank Holidays, with occasional evenings & weekends, by agreement

Location: Creswell Crags Museum & Heritage Centre, with occasional work at other locations (e.g. Nottingham)

Contract: Permanent, Part Time

Reporting to: Learning Officers

Responsible for: N/A

Job description:

The objective of this role is to deliver engaging and inspiring formal and informal learning sessions for Creswell Heritage Trust, and the occasional facilitation of special events. We anticipate that the development of new learning experiences will be a major focus of Creswell Heritage Trust in 2022 onwards, and this role will be a key part of that. This post will therefore offer the holder a chance to make a mark at a crucial time in the Trust's story.

Key responsibilities:

- Responsible for:
 - The delivery of on-site formal and informal learning activities. These may include:
 - Public & private tours
 - School group visits
 - Livestreamed learning sessions for schools
 - Digital tours (both livestreamed and to a live audience)
 - University group visits
 - Birthday parties
 - Life on the Edge activity days
 - Costumed interpretation sessions
 - Other sessions, as they are developed.
 - The delivery of off-site formal and informal learning activities. These may include:
 - Learning activities at partner sites
 - Outreach sessions
 - External talks
 - Other sessions, as they are developed.
 - Contributing to the creation and development of appropriate formal and informal learning activities for all audiences at Creswell Crags, and presenting these ideas to the Learning Officers for approval.

- Undertaking regular inspections of the caves, recording observations according to CHT procedures, and reporting areas of concern to the Learning Officers and Duty Manager.
 - Maintaining a clean, orderly and safe working environment, ensuring that all relevant risk assessments are understood and adhered to.
 - Checking and basic maintenance of learning department equipment, recording stock levels of expendable items and forwarding requests for replenishment, advanced repairs or upgrades to the Learning Officers when required.
 - Presenting a warm, welcoming, and accessible point of contact for all person-led learning and engagement activities on site.
- Working with:
 - The direct management of the Learning Officers to develop and deliver the learning programme.
 - Other Heritage Facilitators to ensure the safe, effective, and high-quality delivery of learning sessions.
 - The Finance & Bookings Assistant and Seasonal Service Assistants regarding booking queries, and to ensure that any specific requirements/requests of the visiting group are identified and acted upon.
 - The Marketing & Events Officer, Curator and the learning team members to promote the unique significance of Creswell Crags to a wide audience.
 - The wider team to develop the creative vision for seasonal events.
 - The wider team to develop the creative content for the website and social media channels.
- Other:
 - Able and willing to travel to alternative sites (e.g. Nottingham) to perform role.
 - Being prepared to undertake all training relevant to the role and taking a proactive approach to seeking out CPD opportunities.
 - Representing Creswell Heritage Trust with external stakeholders, in particular within the wider museum sector, maintaining appropriate working contacts and relationships.

Person Specification

Experience	Essential	Desirable
Delivering informative tours, activities, workshops, or similar, to a range of audiences	X	
Working with children in a learning environment		X
Explaining complex ideas and concepts to the public		X
Delivering livestreamed sessions through use of Zoom, Teams, etc.		X
Demonstrable work experience in a heritage, arts, cultural or charitable organisation		X

Education / Qualifications	Essential	Desirable
5 GCSEs grade C/Level 5 or above, including English & Maths, or equivalent	X	
Degree or professional qualification/accreditation in a relevant discipline (archaeology, history, education, or similar)		X

Knowledge	Essential	Desirable
Basic IT literacy including the MS Office productivity suite	X	
Understanding of the themes that pertain to Creswell Crags (archaeology, palaeontology, anthropology, etc.)		X
Awareness of different learning needs and styles		X
Familiarity with audio-visual capture devices, video editing software, livestreaming platforms, and other features of digital delivery		X
Awareness of health and safety in relation to working with children/in an outdoor activity setting		X

Personal Qualities	Essential	Desirable
Enthusiastic approach to work	X	
Demonstratable time-keeping skills	X	
Able to adapt delivery style to communicate effectively with different audiences	X	
Confident oral communicator	X	
Capable of spontaneous problem-solving and working flexibly	X	
Interest in museum/heritage sector & prehistory	X	
Creative ability to develop new ideas		X



The application process:

All potential applicants can find our relevant documents (job description and person specification) below, and on our website www.creswell-crags.org.uk/jobs. Please submit CV and covering letter via email to Head of Finance & Resources, nicola.tewson@creswell-crags.org.uk. If you require any further information regarding this role do not hesitate to contact us via telephone on 01909 720378 or email Learning Manager, sarah.lee@creswell-crags.org.uk.

Closing date for applications is **midnight on Sunday 3rd July 2022**, with interviews to be held online **Friday 8th or Sunday 10th July 2022**.

What we can offer you:

- Up to 32 days (pro rata for part time) annual leave including bank holidays
- Company pension scheme
- Occupational Sick Pay
- Staff discount in café & shop
- Free parking

Equal opportunities statement:

Diversity & inclusion is very important within our work ethics. We are an equal opportunity employer committed to a diverse and inclusive workforce. If you need any adjustments to make the recruitment process more accessible to you, please let us know.

Reviewed by: Nicola Tewson
Review date: 23/06/2022