

Job Description

Heritage Learning Facilitator

Service:	Cultural Services	Team:	Heritage Learning Team
Location:	Lancashire		
Salary range:		Grade:	5
Reports to:	Assistant Manager - Heritage Learning	Staff responsible for:	None

Job Purpose

The role is to

- Assist the Lancashire County Council Heritage Learning Team in delivering learning programmes across Lancashire that explain, engage and explore local and national heritage coupled with wider cross curricular and learning agendas.

Accountabilities/Responsibilities

- Delivery of formal learning programmes across the County within a range of different heritage sites for Key Stages 1-4 and adult learners.
- Delivery of formal learning programmes across the County as outreach into schools and other external environments for Key Stages 1-4 and adult learners.
- Delivery of informal learning opportunities appropriate for early years, young people, community groups, family and adult learners across the County either on site or as outreach.
- Supporting the development of learning programmes through research and investigation.
- Work with and support key stakeholders within and external to Lancashire County Council to ensure successful learning delivery.
- Deliver learning sessions to agreed quality standards.
- Interpret information about the site or collections for a range of different visitors, schools or outreach programmes.
- Deliver learning sessions and support learners in practical, creative tasks related to the collections.
- Deliver learning sessions and support learners in practical, creative tasks related to wider cross curricular themes.
- Adapt learning sessions to meet specific learner needs.
- Check learner understanding for each session in a way that engages participants.
- Ensure that key learning outcomes as agreed are delivered.
- Participate in and support learning opportunities across Libraries, Museums, Culture and Registrars as appropriate.
- Assist appropriate staff with the development of new learning opportunities.
- Support and mentor new members of the Heritage Learning Facilitator Team.
- Ensure that health and safety requirements are met during all learning sessions.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification ***Heritage Learning Facilitator***

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
•
Experience
<ul style="list-style-type: none"> • Experience of working with groups in a learning capacity, the ability to adapt the delivery of learning to suit age/stage/needs of learners and an awareness and understanding of the learning potential of Libraries, Museums and Archives would be desirable.
Essential knowledge, skills & abilities
<ul style="list-style-type: none"> • The ability to adapt the delivery of learning to suit age/stage/needs of learners • An awareness and understanding of the learning potential of Libraries, Museums and Archives. • Enthusiastic and creative people with strong interpersonal and verbal skills. • Ability to assess and initiate work independently, • Be an effective team member. • Be willing to share best practice and work within agreed frameworks of quality principles and excellence.
Other essential requirements
<ul style="list-style-type: none"> • Commitment to equality and diversity. • Commitment to health and safety. • Display the LCC values and behaviours at all times and actively promote them in others. • Full training will be provided. • The role is subject to an enhanced DBS check. • Some heavy lifting maybe required. • The post holder may be required to operate historic machinery, for which training will be given.