

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Learning and Community Engagement Team Trainee	JEID	M0514
Salary Grade:	D		
Team:	Learning and Community Engagement Team		
Service Area:	Heritage and Culture		
Primary Location:	St Johns Museum		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Learning and Community Engagement Officer		
Responsible for:	n/a		

#### Role Purpose

The post holder will support our Learning and Community Engagement team in all aspects of the development and day to day delivery of our schools and community programmes, reporting to the Senior Learning and Community Engagement Officer. The purpose of this trainee post is to provide you with general experience of working in a heritage learning and engagement team and to give you the employability skills to move on to a role in a similar field. As part of the Learning and Community Engagement (Lace) team the post holder will be involved in the strategic development of the service and it's contribution to the strategic goals of Heritage and Culture Warwickshire.

#### Role Responsibilities

1. To carry out straightforward routine processes and procedures that support the operation of the service. This will include administration of school and community events programmes. It will require working alongside colleagues to deliver the day to day running of the service, including ensuring staff have the resources to deliver the formal schools programme and community events.
2. To participate in project work, widening the post holder's knowledge and experience of working on projects and working to a budget. This will include responsibility for specific tasks, working under the supervision of colleagues.

3. Develop an overall awareness of Heritage Learning and Community Engagement and its functions within the wider Heritage environment - to support the wider work experience needs of the Trainee. This may involve working in partnership with colleagues from other services from Heritage and Culture Warwickshire, other County Council service and external partners.
4. Any other general administrative activities as directed by the Learning and Community Engagement Officers.
5. Taking an overview of certain day to day and ongoing activities and taking responsibility for these, such as taking responsibility for the delivery of volunteer led activities like the monthly Make and Create sessions at Market Hall museum.
6. Taking an active and contributory role in the programming of the public events programme.
7. To support the Lace Team, and wider Heritage and Culture Warwickshire, in the application for and delivery of grant funded projects. Including contributing to the development of project ideas.
8. Support the Lace and Development team in the delivery of the activity and events programme as required.
9. To support the Lace team in delivering strategic goals of Heritage and Culture Warwickshire.
10. Uphold the directorate Equal Opportunities and Health and Safety Policies.
11. Other duties as required, commensurate with the grading of the post.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Minimum of 5 C Grade GCSEs including English and Maths	A/D
Have passed a Heritage related degree course or equivalent experience	A/D
Good communication skills including written and verbal skills and the ability to deal with members of the public confidently and with tact. Enjoys working with people and has a commitment to providing a high quality of service to all users.	A/I
Ability to multi-task and to work effectively under pressure. A positive attitude to change and challenges.	A/I
Motivated to complete tasks and proactively seek ways to improve	A/I
Eager to learn and develop professional skills whilst in post	A/I

Ability to work as part of a team and with staff at all levels and also the ability to work independently and to use one's initiative.	A/I
Approachable and welcoming manner to members of the public	A/I
Proven experience of research skills; using primary and secondary sources	A/I
An interest in the work and activity of Heritage and Culture Warwickshire and sensitive to the needs and motivation of volunteers supporting the service	A/I
An ability to learn and retain information and to disseminate this to colleagues and the public, sharing best practice and coaching or providing supervision for volunteers.	A/I
The ability to travel to other parts of the county to deliver or support workshops, events and exhibitions	A/I

### Desirable Criteria

Assessed By:

Experience of working with schools and / families and young children - paid/voluntary	A/I
Experience of working in the heritage environment- paid/voluntary	A/I
Willingness and ability to work flexible hours, i.e evenings and weekends	A/I
Awareness of Health and Safety in a public building	A/I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	