

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:	Evening and Over Night Activities Leader	JEID	M0439
Salary Grade:	Scale D		
Team:	Community Group		
Service Area:	Heritage and Culture, Localities and Community Safety		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Learning and Community Engagement Officer		
Responsible for:			

Role Purpose

To lead any evening or over night activity (i.e. Sleepover) in any of the Heritage and Culture sites for organised groups or the general public. Including leading the activities, taking responsibility for the building over night and ensuring the safety of the group whilst in the building.

Role Responsibilities

- Carry out all pre event checks and ensure emergency services are informed before hand. Set up venue ready for the group.
- Meet the group and lead the session- For sleepovers this includes a tour of the museum, running a session which enables the group to make their own short film, showing the films to the group, sorting out pizza order and making drinks for the group, ensuring the group are sleeping in a safe place and ensuring the group tidy away the following morning. You are also the point of contact during the night for sleepovers but can sleep once the group is asleep. For other events it could be Museum tours or simply allowing access to the site
 - Supervising groups who have privately hired one of our sites overnight.
- Ensuring the groups/ public are aware of and abiding by the risk assessments, health and safety issues and fire evacuation procedures.
- Ensuring the security of the building and site during the night

- Tidying up and securing the building/ site after the event, reporting any changes need to the risk assessment or any problem that occurred during the night

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:

Ability to work independently and as part of a team and get along with a wide range of people	A,I
Able to work flexible hours to meet the needs of the post	A,I
Experience of leading sessions with groups of all ages	A,I
Ability to use own initiative and take control of a situation	A,I

Desirable Criteria

Assessed By:

An interest in Heritage	A,I
Key holder experience	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
x/ 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 type="checkbox"/> Restricted postural change – prolonged sitting
x/ Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
x/ 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 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	x/ Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	