



Position: Education Facilitator

Location: National Justice Museum, Shire Hall, Nottingham. NG1 1HN

Contract: Permanent, subject to successful completion of a 6 month probationary period

Hours: Zero Hour Contract

Salary: £8.91 per hour

Responsible to: Learning and Access Manager

Purpose of the role:

To deliver unique and high-quality education workshops for schools and education groups visiting the National Justice Museum and City of Caves through facilitation with a consistently high standard of customer care, to ensure that education objectives are met and schools are attracted to visiting the organisation.

Principle Duties:

- Facilitate the delivery of education workshops, as organised by the Learning Officer on weekdays, at the National Justice Museum, City of Caves and any other sites that the organisation is delivering from.
- Facilitate the delivery of digital education workshops, as organised by the Learning Officer on weekdays.
- Ensure all sessions are delivered to a high standard and fit the needs of teachers and pupils and the organisation requirements
- Be the point of contact for teachers and schools when on site
- Ensure that delivery of the education workshops is evaluated thoroughly following evaluation procedures as directed by the Learning Officer
- Assist the education team to maintain relationships with schools participating in visits
- Positively promote the National Justice Museum and its core aims and objectives with existing and new contacts
- Ensure all legal requirements are adhered to, including Health and Safety, Risk Assessments, Child Protection and Insurance
- Any other daily duties which are relevant to the role

To apply, send a covering letter illustrating how your experience and skills meet the person specification below and an up-to-date CV to Naomi Garnett, Learning and Access Manager at naomi.garnett@nationaljusticemuseum.org.uk

Please also complete and return a diversity and inclusion monitoring form (no information will be shared with other parties).



Closing date: Thursday 20th May, 5pm. Interviews will take place on the week commencing 24th May.

The National Justice Museum encourages and welcomes applications from people of all backgrounds. We are working hard to ensure we are an inclusive and accessible organisation with a representative team. We strive to create a working environment where all colleagues feel valued and respected. Information on accessibility for interviews will be sent to all shortlisted candidates.

Person Specification: Education Facilitator

Essential

- High level written and oral communication skills, adept at communicating to a variety of audiences at all levels
- Excellent organisational skills
- Experience of working with young people of all ages, abilities and backgrounds
- Works well as part of a team and ability to motivate themselves to work on their own
- Engaging and enthusiastic, particularly when delivering to groups and talking to colleagues
- Commitment to equal opportunities and anti-discriminatory practice

Desirable

- Practical experience of delivering education sessions/workshops to young people
- Experience in arts/charity/heritage/education environment
- Practical experience of Citizenship education
- Knowledge of UK Law and the Justice System
- An understanding of national, regional and local policy in relation to children and young people including a full understanding of the legal requirements for working with children and young people

As the role of Education Facilitator involves working with children, a DBS Enhanced Disclosure will be requested in the event of successful application.

