**Learning Assistant (Casual Contract)**

Ripon Museum Trust would like to maintain flexibility with its learning delivery. School and group bookings are increasing and we are delivering a highly valued service. The Trust is seeking people who have an interest and background in working with schools and heritage themes who would like to help us deliver hands-on sessions to schools, universities and groups. This is an exciting time to join the Ripon Museum Team, as we explore digital delivery alongside our popular hands-on, on-site provision for schools, universities, adult and youth groups and innovative school and community outreach programmes. Induction and training will be given.

RMT is a group of three museums in the centre of Ripon: a Victorian workhouse, a Regency prison and a Georgian courthouse, which together tell the story of social justice in the 19th and 20th centuries. Our remit is to engage creatively with our community and encourage discussion about fairness today and in the past. We are one of Arts Council England’s National Portfolio Organisations.

**Ripon Museum Trust Vision**

Use our heritage assets to inspire people to seek a fairer society

Our Mission: What we need to do

* We will use **the unique trio of the Workhouse, Prison & Police and Courthouse Museums**, our collections and the stories they tell to **help people explore big issues** such as **fairness, equality, justice and welfare**.
* Through excellent engagement, programming and outreach together we will **inspire people to become compassionate and active citizens**, shaping society for the better.
* We will work for greater participation in our heritage which will **enrich lives and improve wellbeing.**
* We **work as** **one team**, with **volunteering** integral to our organisation.
* We will **make a positive impact on the** **cultural and economic capital** ofRipon and its region*.*

**Job Role**

The role is to assist the Learning and Outreach Manager with:

* liaising with schools and groups about their visit
* set up the school activity session and tidy up afterwards
* co-ordinating learning volunteers to deliver to schools and groups
* delivering alongside volunteers in setting up activities, greeting groups, and ensuring the whole visit runs smoothly.
* To work as part of the Learning Team, and the Museums Trust generally, to ensure that visitors receive engaging and accurate information.
* To ensure that the Learning Team maintains standards of quality and performance, achieves targets and implements the Education Policy.
* To comply with Health and Safety regulations for staff and visitors and with relevant legislation in all areas of work.

To maintain good practice in child protection in all areas of work, in line with RMT’s Child Protection Policy.

DBS check is essential

**Personal Specification:**

|  |  |
| --- | --- |
| Excellent verbal communication skills | essential |
| Able to work alone without supervision | essential |
| Good IT skills – knowledge of Microsoft office software | desirable |
| Good time management skills | essential |
| Able to work to an agreed standard of delivery | essential |
| Able to drive and with access to a car | desirable |
| Experience as a teacher or tour guide | desirable |
| Experience working in a heritage setting | desirable |
| Aware of issues concerning the protection of children and vulnerable adults | desirable |

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. Casual Learning Assistants will be required to deliver in historical costume appropriate to the session being delivered. Costumes will be provided.

Hours: 7hrs per day commencing 8.30am to 3.30pm or 9am to 4pm.

Rate: £10.83 per hour