

Job Outline

Post No. :	10427 - JET0199
Post Title:	Learning and Engagement Assistant
Directorate:	Communications and Regeneration
Division:	Cultural Services
Section:	Showtown
Reports To:	Learning and Engagement Manager 8336
Location:	FYCreatives
DBS Status:	Enhanced check with a Children's Barred List check
Grade:	Grade D

Role Purpose

To assist the Learning and Engagement Team with the delivery of education workshops for children in a school setting, creative projects with young people and adults and support Showtown events.

Main Duties and Responsibilities

1. Assist Learning and Engagement Officer with development of schools programme and deliver sessions in schools for Early Years through to Key Stage 4.
2. Assist the Learning and Engagement Team to deliver a range of fun and cultural learning activities workshops for families with babies, toddlers and young children.
3. Assist the Learning and Engagement Team to deliver a range of fun and cultural learning projects and workshops for young people and adults e.g. the UR Potential and BetterStart schemes.
4. To prepare rooms for activity sessions.
5. Support the Learning and Engagement Team with the delivery of events for example talks and performances.
6. Collect feedback and data for learning and engagement programmes evaluation and other reporting.
7. Support the promotion of the Museum and champion Blackpool's heritage to a range of different audiences.
8. Maintain confidentiality and adhere to safeguarding procedures.

Qualifications

Please mark which are Essential or Desirable ▶

E/D

Level 2 (GCSE Grade A**-C or Grades 9-4) or equivalent qualification including functional skills in English and Maths

E

Level 3 qualification/A Level or equivalent in a relevant subject (e.g. History, Arts, Education, Performance)

D

Knowledge, Skills and Experience

Please mark which are Essential or Desirable ▶

E/D

Knowledge

Skills

- Good communication skills
- Confident working with the public
- Good organisational skills
- Good IT skills

E

E

E

D

Experience

- Considerable experience of working within school settings
- Considerable experience of assisting/delivering activities with a range of ages including; families, young children and young people

E

E

- Considerable experience of assisting/delivering activities with adults
- Experience of performing, storytelling or delivering lively and engaging events

E
D

Initiative and Independence

Work planning and priorities established by manager. Can refer to manager for assistance and support.

Relationships/Nature of contacts

Internal

Learning and Engagement Manager – line manager – discusses and agrees priorities, post holder provides regular updates. Line manager provides support and guidance.

Learning and Engagement Officer – take direction and training from and work together to deliver schools programme

Museum and Heritage Team – works together to deliver the project and support activity where appropriate
Volunteers whilst attending events

Other Council departments – supports and works with as appropriate

External

Teachers – liaising and working with

Freelance artists, actors and educators – organising and coordinating

School groups – organising and coordinating

Young people and adult groups - in the delivery of project activities

General public – in the delivery of project activities

Responsibility for Resources (Financial, Physical, Capital, Information)

Financial Responsibility

None

Physical Responsibility

Mobile, laptop. Responsibility for safe transportation and usage of object handling collections (up to £500 in value).

Capital Responsibility

None

Information Responsibility

Access to personal information from schools and groups in the form of contact details and addresses.

Responsibility for People (including supervision/training of staff or clients)

No direct line management responsibilities. The Learning and Engagement Assistant will supervise freelance artists and actors during sessions/activities.

Mental and Emotional Demands

Mental Demands

Undertaking education sessions which can be upto 2 hours.

Emotional Demands

The post holder may be exposed to sensitive information disclosed by the participants when undertaking projects and workshops for young people and adults e.g. the UR Potential and BetterStart schemes.

Planning Requirements

The post holder will be expected to plan several weeks in advance (e.g. session delivery, projects with groups).

Key Facts and Figures

Schools outreach programme to reach 880 children by December 2022.

Due to the nature of the role, the post holder may be required to work evenings, weekends and public holidays
Hours are flexible to meet business needs but for the most part will be fixed days/hours.

Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor)					
Manager Assessment of Working Conditions (percentage of time involved)					
Manual Handling – Heavy Loads (over 25KG)	0%	Manual Handling – Light to Moderate (under 25KG)	20%	Vibrating plant/ tools/ equipment	0%
Noise	5%	Repetitive work activity/ operations	0%	Prolonged standing/ walking	20%
Prolonged sitting in a constrained position	0%	Confined spaces	0%	Extremes of temperature (e.g. very hot / cold)	0%
Adverse weather conditions (e.g. frost, rain, etc.)	0%	Working at Height	0%	Driving HGV/ LGV/ PCV/ Minibus	0%
Fumes, dusts, gases, etc.	0%	Solvents, oils, paints, de-greasers, etc.	0%	Pesticides, herbicides, insecticides	0%
Detergent or other cleaning chemicals	0%	Biological hazards (e.g. vomit, urine, blood, sharps)	0%	Display screen equipment	40%
The job involves working with (percentage of time involved)					
Plant and/or machinery	0%	Vehicles (including driving)	0%	Electricity	0%
Welding	0%	Food Handling	10%	Animals	0%
Working alone	10%	Working with vulnerable people	10%	Working with people with additional needs	10%
Working with members of the public	50%	Other (please state):			
Frequency of Risks that may apply whilst working in a people related environment					
Risk of Abuse	Rare	Risk of Aggression	Rare	Risk of Injury	Low

Vision and Values

Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2019 to 2024.

Blackpool might be the biggest and the brightest but it isn't without its challenges. We have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.

We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach and of course the true one-off that is the Blackpool Illuminations.

This Council Plan is our response to this picture. It's our way of telling the story of our town and bringing the strands of our economy and society together so that everyone – residents, organisations and visitors – knows what we're doing, who we're doing it with and why we're doing it.

Our vision for Blackpool is that we will:

Retain our position as the UK's number one family resort, with a thriving economy that supports a happy and healthy community who are proud of this unique town.

Our Priorities

We have two priorities:

- [Priority one - The economy](#): Maximising growth and opportunity across Blackpool
- [Priority two - Communities](#): Creating stronger communities and increasing resilience

Our Values

We aim to:

- Deliver **quality**
- Be **fair**
- Be **accountable**
- Be **compassionate**
- Be **trustworthy**

Equal Opportunities:

We do our utmost to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities.