

**Job Description**

**Job Title:** Museum Assistant – Volunteers and Work Placement Co-ordinator

**Salary:**  £11.00 per hour

**Hours:**  35 hours per week

**Responsible to:** Museum Manager

**Purpose of post**

To provide support to volunteers on site and work with education providers to create meaningful work experience opportunities within the Heugh battery Museum.

**Key areas of responsibility**

* To recruit volunteers and provide support to volunteers with their projects
* To liaise with local colleges, HE establishments and Training Providers to offer internships, job placements and work experience
* Provide information, advice and guidance to interns and work placement participants
* To work with education and training providers giving talks on career opportunities in museums and co-ordinating Kids Take Over The Museum events for young people to experience the types of work available
* To work with community groups across Hartlepool and surrounding areas to promote the Heugh Battery Museum as a community asset
* To represent the Heugh Battery Museum at a range of events
* To work front of house dealing with visitors to the Heugh Battery Museum and Poppy Tea Rooms
* To take payments in Heugh Battery Museum, gift shop and Poppy Tea Rooms
* To assist manager in event planning and help to provide safety cover at events
* To undertake any other duties commensurate with the post

**Person specification - Museum Assistant – Volunteers and Work Placement Co-ordinator**

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| **Requirements** | **Essential criteria** | **Desirable criteria** |
| **Education** | * Hold a Degree or equivalent level qualification in museums related area or Information, Advice and Guidance | * First aid qualified |
| **Work experience** | * Have experience of liaising with education providers to offer placements for students * Experience to speaking to large groups of people * Experience of representing an organisation at events | * Worked or volunteered in s tourism related environment * Have experience of supporting a wide range of people with career choices |
| **Skills, knowledge and competencies** | * Have excellent written and verbal communication skills * Good IT skills | * Demonstrate knowledge of the Heugh Battery Museum and its status as a Scheduled Monument * Practical knowledge of community development approaches to engagement * Ability to collate information and produce reports |
| **General competencies** | * Be able to work in a team, whilst being self-motivated and able to use own initiative * Willing to work unconventional hours, weekend and evening work are an essential part of this role * Have ability to travel with own transport * Have a good attitude to keeping self and workplace presentable | * As the museum is dog friendly – must like dogs |