



Learning Facilitator **RECRUITMENT PACK**

Thank you for your interest.

Our people are at the heart of National Museums Liverpool (NML) and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone where we can be our true selves in a supportive environment to do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve and through our people, we are building a culture which embeds trust, respect, and inclusion helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for 4m+ objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning we're certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social, and industrial history.

Whether you work in our shops and cafes, at our events, in our visitor experience, engagement, producing and communicating teams, curating or caring for our collections you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud of.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

What you'll find in this recruitment pack

- Welcome
- Mission, Vision & Aims
- Job Description
 - About the role
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Mission

Creating memorable experiences for everyone - challenging expectations.

Vision

National Museums Liverpool (NML) is a group of very different and wide-ranging museums and galleries; established more than 150 years ago as a complement and counterbalance to the museums in London, and brought together in 1986 as a nationally-funded group as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful and Inclusive**.

By 2030 we want to be the best museum "league" in the world. A league recognised as the best of the best, like the Champions League, the NFL or the Premiership, we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online we will have world-class displays and engagement programmes that make everyone feel welcome. 'Off the pitch' our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each 'team' in our league is unique with its own fan base and individual stars; but collectively we want to be a league that all museums will aspire to be part of, and which is recognised externally as being a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleagues' profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.

- we will be a place where people want to work, are happy to work and proud to work together
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- all schools in the Liverpool City Region will visit at least one of our museums and galleries each year.
- our museums and galleries will celebrate their unique identities and collections, play to their strengths, delight their different audiences and make us proud.
- people will recognise us as a valued leader of cultural and economic growth for the city, city region and north of England and as one of the world's finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Be more sustainable
- Provide memorable experiences
- Partner and influence
- Engage and empower

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)

Learning Facilitator

Directorate	Museums and Participation
Department	Learning and Participation
Reporting	Learning Programmes Manager
Direct Reports	N/A
Salary	£24,863
Contract	Permanent
Working Hours	37 Hours per week (Tuesday to Saturday)
Probation Duration	6 months
Holiday Entitlement	25 days + 8 public bank holidays pro rata
Location	Place based – Walker Art Gallery
Closing Date & Time	25 March 2024, 12noon
Interviews	W/C 1 April 2024

Insight Event

Join us on 12 March 2024 at 5pm for an insight event online with National Museums Liverpool who are currently recruiting for roles including this one. You'll hear about our organisation, the work of our teams as well as find out more about the job opportunities currently being advertised. You'll get to meet some of the staff recruiting as well as get the opportunity to ask any questions you may have.

When the time comes, click on this link to join us at our online event – 12 March 2024 at 17:00 - 18:00. This online event will be conducted via Microsoft Teams. Don't worry you don't need to install anything; you simply click the [link](#) and join.

About the role

The role will be an amazing opportunity to join our team to help deliver our Learning & Participation programme. Reporting to the Learning Programmes Manager at the Walker Art Gallery you will be part of an inclusive and people-focused Learning and Participation team, delivering a programme of school and adult group workshops, public events, tours, talks and other activities. We may also require you to work at Lady Lever Art Gallery and Sudley House, though there is currently no formal learning programme at these venues.

With a focus on inspiring creativity, supporting wellbeing, and creating an environment that ensures people know that they belong in our gallery spaces, the team is committed to developing relevant learning that represents the diversity of our local community. You will be joining us as we develop plans for the National Centre for Teaching Black History which aims to decolonise learning at all our venues to ensure it is more relevant to global majority children and young people and more reflective of Africa's global contribution to the world's development. You will be part of a Learning & Participation team that will be working with education experts who represent this community to help us test new teaching and learning approaches in the galleries.

What you'll be doing – key responsibilities

- Facilitating learning workshops at the Walker Art Gallery, with the potential for supporting activity in the Lady Lever Art Gallery and Sudley House.
- Arranging and ordering resources, hospitality, and financial paperwork relating to learning workshops and events.
- Supporting the delivery of events, co-production workshops and project activity to engage people in the development of the National Centre for Teaching Black History.
- Facilitating art gallery and community-based workshops and events ensuring feedback and data is captured to inform future project development.
- Set up rooms/stands and provide technical support as required for learning workshops, events, and activities.
- Work 37 hours each week including weekends, and occasional evenings.
- Conform to risk assessments and actively contributing to a sound health and safety culture within the department.
- Continuing to grow your knowledge and skills through undertaking professional development, which is established with your manager through an annual performance development review.

You'll be expected to:

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity, and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work undertaken.
- Continuing to grow their knowledge and skills through undertaking professional development, which is established with your manager through an annual performance development review.
- Fully understanding of all our policies and procedures and actively using them in your day-to-day work - including Security, Health & Safety, Equality & Diversity and Safeguarding.
- You will actively uphold the Museums Association Code of Ethics.
- Undertake additional duties from time to time, as required.

People Management

- No direct reports

Impact and influence:

- Accountable for accuracy of information, storing files correctly within the project file structure
- Use of existing NML financial and management systems

Decision making:

- Work as directed by the other members of the Team.
- Use initiative to respond to queries and requests

Communication and networking:

- With internal and external stakeholders to organise activities and workshops
- Liaising with Finance team to process purchase orders and invoices

Resource management:

- Use of Sage accounting software (expect to learn this on the job)
- Use of Microsoft Office programmes

Behaviours and competencies:

- Racially literate
- Self-motivation and initiative
- Attention to detail and completing tasks thoroughly

Qualifications

Qualified in related subject or equivalent experience.

Experience & Knowledge

- Experience of delivering workshops and activities in a complex busy art gallery.
- Experience of delivering learning workshops that are tailored to engage children and young people in visual art and creative activities.
- Experience of working with marginalised audiences in a sensitive, supportive, and confident manner.
- Experience of collating, monitoring and evaluation information for projects and programmes against strategic aims and objectives.
- Experience of planning and delivering workshops that encourages participation and dialogue with schools, groups, and educators.

Skills

- Computer literate, confident in the use of Microsoft Office applications (Outlook and Microsoft Teams on a day-to-day basis) and setting up basic tech for events.
- Understanding and confidence in using Microsoft Excel for budget monitoring and other processes.
- Excellent communication skills and a friendly approachable manner
- Excellent organisational skills and ability to prioritise tasks in a busy environment
- Flexible approach and ability to work with others – you will be part of a team
- A clear commitment to diversity to ensure the museum content and activities are relevant and accessible to everyone

- Excellent administrative and organisational skills including planning event schedules, risk assessments, resources, to ensure workshops and activities are on time and accessible.
- Display high understanding of inclusive practices and be able to work flexibly (including evenings and weekends).

Additional Information

- Location:
 - The postholder will be expected to spend their time in Liverpool at the Walker Art Gallery but will also be required to facilitate activity on other sites or in the community.
 - The role involves bending stretching and the manual handling of loads up to 15kg. A system for risk management is in place and manual handling training will be provided.
- DBS Check: Enhanced

The candidate will be required to support room set ups in different venues which will necessitate lifting.

We are a Disability Confident Committed Employer committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible and welcome applications from all backgrounds. We support our staff through unexpected life changes providing an employee assistance programme and reasonable adjustments enabling employment.

This job description is a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 25% staff discount in all our shops and cafés
- Employee Assistance Programme
- THRIVE Buddy Scheme
- Employee Recognition Schemes (Good Deed Feed & GEM awards)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Recognition of two Trade Unions

Staff Groups & Committees

- GEM Staff Group
- Disability and Mental Health Staff Group
- Emeriti Staff Group
- LGBT+ Staff Group
- THRIVE Engagement Committee
- Ethics Committee
- Black Lives Matter Task Force
- Environmental & Sustainability Task Force

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform in advance of the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement that outlines why you're suitable for this role - highlighting relevant experience, knowledge and skills in response to the requirements outlined in the job description.

If you require an alternative method for application or assistance with our online recruitment platform, contact the People team on hrenquiries@liverpoolmuseums.org.uk.

The details contained in this job description reflect the content of this job at the date of being prepared. It is however possible that over time the nature of the job will change. Consequently, National Museums Liverpool will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.