

Recruitment Pack for

MUSEUM AND GALLERIES ASSISTANT

Dear Applicant

Post: Museum and Galleries Assistant
Closing Date: **Monday 27 January 2020 at 17:00**

Thank you for the interest you have shown in our Museum and Galleries Assistant post with Live Borders. You will find the following enclosed:

The following information provides you with details about our organisation to assist you with your application. More information can be found on our website www.liveborders.org.uk

- Introduction to Live Borders
- Our Aims and Values
- Job Description and Person Specification
- Conditions of Employment

The anticipated timeline for the recruitment process is outlined below:

Closing Date: **Monday 27 January 2020 at 17:00**
Interviews: **12 February 2020**

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team on 01896 661 166 to discuss your needs.

We look forward to receiving your completed application.

Introduction

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of 15 Trustees who set the strategic direction and monitors performance of the organisation.

1. Our strategic vision

Vision: Everyone living in, working in and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more and move more.

Strategic goals:

- Expand levels of participation
- Grow our earned income
- Develop plural funding streams
- Build on our reputation for great customer service
- Be a sustainable charity
- Nurture our people.

2. Our aims and values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture.

Our Values underpin all that we do:



Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

3. Museums, Galleries and Archives

Museums and galleries

Live Borders manages 12 museums and galleries and their collections, including a programme of temporary exhibitions and associated educational, learning opportunities and events.

The museums are individually unique – due to the historically important buildings they occupy or by virtue of the collections on display and in store. The museums are inextricably linked to their communities and represent centuries of innovation, creativity, history and achievement.

Museums and Galleries	Town
Borders Textile Towerhouse	Hawick
Coldstream Museum	Coldstream
Duns Exhibition Room	Duns
Halliwel’s House Museum	Selkirk
Hawick Museum	Hawick
Jim Clark Motorsport Museum	Duns
Jedburgh Castle Jail and Museum	Jedburgh
Mary Queens of Scots’ Visitor Centre	Jedburgh
Old Gala House	Galashiels
Sir Walter Scott’s Courtroom	Selkirk
St Ronan’s Wells Visitor Centre	Innerleithen
Tweeddale Museum and Gallery	Peebles

Our Museums tell the story of the Borders people from the earliest times to the present day; from Borders Reivers to Coldstream Guards. Four of the museums house art galleries which host a wide and varied programme of contemporary visual art and craft exhibitions. All museums are free, except Jim Clark Motorsport Museum, and welcome donations.

Archives - Heritage Hub, Hawick

The Heritage Hub is the home of the Scottish Borders Archive and Local History Service. It cares for a wide range of archive documents and local history publications from the four historic counties of Berwickshire, Peeblesshire, Roxburghshire and Selkirkshire.

The Heritage Hub is a ScotlandsPeople Centre.

You can have unlimited access to one of the world's best online sources of original family history information. There are almost 100 million records to look through for Scottish ancestry research, with census, wills, statutory birth, marriage and death, Old Parish and Roman Catholic records and a growing series of Valuation Rolls.

Job description

Post Title:	Museums and Galleries Assistant
Directorate:	Managed Services - Museums, Galleries and Archives
Reporting to:	Assistant Curator

Job Purpose:

To assist the Curator and Assistant Curator with the delivery of the annual programme of exhibitions, projects and events and in the day-to-day running of the museums and galleries in a specific geographical area.

Responsibilities:

1. Assisting with all aspects of exhibitions and displays, including installation and de-installation, research and the interpretation and presentation of cultural and historical themes as required.
2. Assisting with the delivery of projects, education work and events, including occasional evening and weekends, to enhance the annual exhibition programme on offer.
3. Responsible for key holding, opening and closing of buildings and setting alarms to ensure proper security of building and contents.
4. Assisting with all aspects of collections work, including documentation, maintenance of databases, storage and environmental control, in order to contribute to the museums' collections management programme to help achieve required standards and Museum Accreditation.
5. Assisting in answering enquiries from members of the public to contribute to the museums' enquiry service.
6. Undertaking administrative duties, such as typing, photocopying, stock-taking and mail shots to help ensure programmed work timescales are adhered too.
7. Assisting with the preparation of advertising material, social media and press releases to ensure all exhibitions and events are publicised to potential customers.
8. Driving the museum van or hired vehicles to transfer exhibitions and collections between sites.

9. Build and maintain good working relationships with colleagues within the organisation
10. Be aware of practices in other Trusts and within the industry and adopt best working practices wherever relevant, recommending and presenting business cases
11. Ensure that services are delivered with a customer focused ethos
12. Comply with all Live Borders policies and procedures.
13. Promote equal opportunities in service delivery
14. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received

This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

Other details

Travel between sites and to other locations - yes

Requirement to work out of hours or weekends – yes

Requirement for PVG/Disclosure check – no

Person specification

EDUCATION			
Essential	Key	Desirable	Key
A good standard of education: at least 3 highers grades at C or equivalent including English	A/ I	Full driving license	A/ I
EXPERIENCE			
Essential	Key	Desirable	Key
Experience of working in a museum, cultural or heritage environment for at least a year	A/ I		
SKILLS AND KNOWLEDGE			
Essential	Key	Desirable	Key
Confident communication skills face to face and in writing including the ability to write interpretation texts, give talks and presentations or deliver education activities to diverse audiences	A/ I	Knowledge of and/ or proven interest in a historical, social-historical, cultural or arts area that is relevant to the collections within area grouping of museums – with the ability to communicate this	A/ I
Demonstrate the ability to work as part of a team	A/ I		
Good organisational skills	A/ I		
Computer literate with a good knowledge of basic programmes	A/ I		
PERSONAL ATTRIBUTES			
Essential	Key	Desirable	Key
Ability to contribute to the development of the service	Int	Able to think conceptually and contribute to strategic development as required	Int
Ability to work alone and as part of a team collaborating and sharing knowledge and information with others	Ref		
Attention to detail and ability to apply quality standards	Int		
Strong customer service orientation	Ref		
Pleasant and polite manner	I/ R		
Flexible and adaptable	Ref		

KEY

App – Application; **Int** – Interview; **Ref** – Reference; **Test** - Test

Summary of conditions of service

Location:	Hawick Museums and Jedburgh Museums (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	14 hours per week, worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

Information for all Job Applicants

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK
- A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Disclosure Scotland Basic check or registration with the Protecting Vulnerable Groups Scheme, if this a requirement of the post.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on 01896 661 166 if you require any other information about working for Live Borders