

Recruitment Pack for

Museums Education & Access Officer

Dear Applicant

Post: Museums Education & Access Officer
Location: Hawick
Hours: 16 hours per week
Closing Date: 26 August 2022
JOB REF No: 0682
SALARY: Grade 6 (£12.65 - £13.75 per hour)

Thank you for the interest you have shown in our Museums Education & Access Officer. This post will be appointed on a temporary basis in the first instance until 31 March 2023. You will find the following enclosed:

- Introduction to Live Borders
- Our Strategic Vision
- Our Service – Libraries
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

The enclosed information provides you with details about our organisation to assist you with your application. If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form on our website at www.liveborders.org.uk/get-involved/jobs/.

Please complete both and return to recruitment@liveborders.org.uk

The anticipated timeline for the recruitment process is outlined below:

Closing Date: 26 August 2022
Interviews: TBC

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 recruitment@liveborders.org.uk to discuss your needs or request a call back. We look forward to receiving your completed application.

Introduction to Live Borders

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 monitor performance of the organisation.

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.

Our Aims and Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

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

The executive team, made up of our CEO and 3 Directors, 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.

As we re-emerge from the challenges of Covid 19 and a lockdown which has seen Live Borders unable to deliver any of its services to customers we are now entering a period of recruitment to meet our new ways of working and our ever expanding programmes of activity. Here are some of the ways in which the way we do things are different:

JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	Museums Education and Access Officer
Department:	Museums, Galleries and Archives – Managed Services
Reporting to:	Curator
Hours:	16 hrs per week
Base:	Hawick Museum
Grade:	Grade 6

Job Purpose:

Responsible for bringing out the full learning and access potential of the museums & galleries, collections, data, digital content and exhibitions/activities focusing on Hawick and Jedburgh areas.

Responsibilities:

1. Design, identify, produce and test sustainable new learning resources for formal and informal learning in museum displays. Develop learning resources which support the principles and purposes of the Curriculum for Excellence and maximize public access to museum collections and loan material.
2. Develop learning & access resources in line with Museums Access and Inclusion Policy: including devising projects for schools & colleges, assisting with digital learning/virtual gallery content, and liaising with community groups to support their participation in our museums learning activities and development of collections based learning in the wider community.
3. Devise formal and informal learning events programmes within our museums and venues, and contribute to approved joint learning activities as part of an outreach programme.
4. Promote and digitally market learning opportunities in liaison with the Curator, in order to build links with new and existing audiences and support social media promotions of lifelong learning activities. Be the main link for liaison between museums and education organisations, industry or community groups in relation to relevant project activities.
5. Support the development of effective links and partnerships with other service providers and stakeholders in the museum service, creative learning and colleagues in The Archive section and Heart of Hawick, so as to provide a

seamless service to the public and to maximize public access through developing lifelong learning and social inclusion access projects.

6. Demonstrate effective knowledge and skills required for working with Museums, Galleries and Archive Service collections and loan collections – including handling and lifting skills and awareness of appropriate collections care, conservation, interpretation, digital and display techniques in learning environments.
7. Assist with provision of training and resources for museums & archives education activities in support of staff such as Museum & Galleries Assistants, Archives Assistants, Information & Engagement Assistants, Volunteers and Project Workers.
8. Ensure that projects coordinate effectively with other local and national initiatives.
9. Undertake analysis, monitoring, evaluation, performance, change and quality management activities reporting on a monthly basis to meet the needs of the service.
10. Identify, review and develop opportunities to draw down external funding to support project work.
11. Build and maintain good working relationships with colleagues within the organisation
12. Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders profile
13. Comply with, and ensure compliance with, all Live Borders policies and procedures
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
15. 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:

Driving duties will be required to meet the needs of the service including approved travelling to venues and meetings within and beyond the Scottish Borders.

Requirement for PVG/Disclosure check –yes

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	Ability to take and edit photographs for digital use	
Good organisational skills	A/ I		
Computer literate with a good knowledge of basic programmes. Including confident digital skills, demonstrating confidence with use and creation of digital content	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
Hours of Work:	16 Hours per week
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 Healthy Extras – includes retail discounts and access to health and wellbeing services

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:

1. A passport describing the holder as a British Citizen
2. 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.
3. 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.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. 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 Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

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

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.