



Elgin Museum Sessional Education and Outreach Support Worker

Job title:	Sessional Education and Outreach Support Worker
Organisation:	The Moray Society
Salary:	£14 p/h
Type:	Self-employed
Location:	Main base is Elgin Museum, but some travel throughout Moray may be required
Duration:	September 2022 – March 2023
Hours of work:	Flexible 2-hour sessions to be delivered in the Museum or in a community setting; could include weekends and/or evenings

Supported by Museums Galleries Scotland, The Moray Society is looking to offer sessional work to a suitably qualified and experienced individual (or individuals) who will provide heritage-themed activities to children, young people, and other community groups. We wish to increase the interest and participation of people in the heritage of the Moray area, making use of the resources of Elgin Museum, and build our capacity as we recover from the effects of the Covid pandemic.

Elgin Museum is Scotland's oldest continuously independent museum. It is owned and operated by the Moray Society, a membership society whose main aims are to protect and promote the heritage of Moray. The Museum houses a wide range of artefacts and displays representing the story of the local area including archaeological artefacts, a Recognised Collection of fossils, a Pictish stone collection and ethnographic objects brought home from abroad. We wish to increase the accessibility of the collections for people of all ages and to stimulate their interest and pride in their local heritage and museum.

The sessional worker should be able to work independently and have strong interpersonal skills to liaise successfully with people of all ages from schools and colleges, heritage, community, and young people's organisations in Moray. They should be able to communicate effectively with professionals and museum volunteers. They should have strong digital skills, competent in using standard Office software and having experience of running successful social media accounts. Experience in developing and using online content and activities would be desirable, Experience working in both an educational and museum environment will be essential. In particular, the candidate will have enthusiasm for engaging with and working with young people and will help develop the range of activities available to them.

Funding includes time for the successful candidate to familiarise themselves with the Museum's collections and for preparation of resources.

The candidate should be educated to degree or equivalent level in a subject area relevant for work in a museum environment or be able to show comparable relevant experience if a degree has not been awarded. A current driving licence will be beneficial as travel throughout Moray may be needed. The appointee will be required to pass a PVG (Protecting Vulnerable Groups) disclosure check.

Application is by letter, which should be sent with a supporting CV to: Vice-President, The Moray Society, Elgin Museum, 1 High Street, Elgin, Moray, IV30 1EQ, marked private and confidential or emailed to: learn_off@moraysociety.onmicrosoft.com.

Further information is available from this email address.

Closing date for applications: Friday 2nd September at 5pm. Interviews will be held online on Wednesday 7th September.

Job description

Post Title: Sessional Education and Outreach Support Worker

This post is self employed

Purpose of Post:

The post involves using Elgin Museum's collections as a learning and engagement resource. The appointee(s) will develop and deliver a high quality and dynamic programme of learning and participation for classes, groups, and individuals to increase the number of people engaging with, and benefiting from, Elgin Museum's resources. Activities and events should have a strong connection to the Museum's collections and local heritage and should take account of the Museum and Moray Society's overarching aims and objectives. It is expected that activities will be delivered face-to-face but, should Covid-19 restrictions be reintroduced, online activities, digital content and social media will become the main vehicles of delivery.

Key Tasks:

The appointee will be required to fulfil the following tasks:

- To increase existing opportunities for community engagement in Moray within a museum context, using the Museum's collections as the main focus of activity
- To liaise with colleges, schools, and other youth groups to create events and opportunities to appeal to young people in both informal and formal learning situations
- To facilitate activities in the local community in response to requests from schools and community groups
- To develop age-appropriate online (downloadable) and video activities, and online showcasing of the Museum's collections in the event of Covid-19 restrictions being reintroduced
- To engage with currently under-represented groups of people to promote their engagement with the museum
- To maintain and manage records appropriate to the activity and any budget requirements, reporting to the Project Leader who is accountable to the Convenor of Elgin Museum Management Committee
- Be aware of relevant health & safety issues, and of Elgin Museum's policies and procedures
- Any other task related to community engagement identified by the Project Leader or by the Convenor of Elgin Museum Management Committee

Person specification

Knowledge	Essential or desirable	Evidence assessed by
Education to degree level or equivalent in a subject area relevant for work in Elgin Museum	Essential (but see below)	Certificate
Degree or professional qualification in museum related subject area, relevant for work within a museum environment	Desirable	Certificate
Extensive work experience in a similar role if a degree qualification has not been awarded	Essential	Application
Knowledge of potential relevant health & safety issues	Desirable	Application
Knowledge and awareness of Elgin Museum's policies and procedures	Desirable	Interview
Knowledge of the historic and natural environment of Moray	Desirable	Application, Interview
Knowledge of Elgin Museum's collections	Desirable	Interview
Knowledge of the aims, objectives and purpose of Elgin Museum and The Moray Society	Desirable	Interview
Knowledge of the Scottish Government's approach to education, including CfE and STEM subjects	Desirable	Application, Interview
Knowledge of GDPR principles applicable to the processing of personal information	Desirable	Application, Interview

Skills	Essential or desirable	Evidence assessed by
An interest and enthusiasm for working with community groups	Essential	Application, Interview

ICT skills, including Microsoft Word, Excel, and Outlook	Essential	Application, Interview
An interest in working with museum resources and activities, and demonstrable skills in creation of online activities and content	Essential	Application, Interview
Strong personal administrative and organisational skills, and the ability to recognise issues requiring upward referral	Essential	Application, Interview
Effective communication skills to apply in liaising with Elgin Museum's staff, volunteers, members of other organisations and institutions, and the public.	Essential	Application, Interview
Excellent written skills with an appreciation of communication with all abilities	Essential	Application
Ability to work independently and as a member of the team	Essential	Application, Interview
Ability to learn quickly and to carry out the required work independently after a short period of instruction	Essential	Application, Interview
Adaptability and reliability	Essential	Application, Interview
Pass relevant PVG tests	Essential	Certificate
Full, clean, driving licence	Desirable	Licence

Experience	Essential or desirable	Evidence assessed by
Proven experience in paid or unpaid work in museums or similar environment	Essential	Application, Interview
Proven experience of, and aptitude in, running organisational social media accounts	Essential	Application, Interview

Some experience of dealing with public enquiries, visitors, and volunteers	Desirable	Application, Interview
Proven experience in paid or unpaid working in a school environment and/or with youth groups or with other community groups	Desirable	Application, Interview