

**MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY**

**MONLIFE**

**POST TITLE:** Learning Assistant

**POST ID:** RCO

**GRADE:** Band D

**HOURS:** 20 hours per week

**LOCATION:** Based at Monmouth Museum (subject to change)

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are not necessary

**PURPOSE OF POST:**

The post will support the Learning Manager to maintain the range of learning services currently provided across MonLife. You will help promote, develop and deliver curriculum-based learning opportunities primarily at our museums and attractions / sites. You will take responsibility for the volunteer-run reminiscence service, the memory box and school loan box schemes and support the development and delivery of our Memory cafe scheme. In addition, you will assist in the development and delivery of dementia friendly collections-based creative activities. The post will include some evening and weekend working as required.

You will have some experience of working in a learning environment, working with and delivering to a diverse range of audiences (including school-age pupils and people living with dementia) and in working within either a leisure, visitor, tourism or countryside / heritage attraction. You will be committed to customer care and to maintaining quality standards and be able to work effectively with a wide range of individuals and partners.

**MONMOUTHSHIRE COUNTY COUNCIL  
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**MONLIFE**

**JOB DESCRIPTION**

**POST TITLE:** Learning Assistant

**POST ID:** RCO

**GRADE:** Band D

**HOURS:** 20 hours per week

**LOCATION:** Based at Monmouth Museum (Subject to change)

**RESPONSIBLE FOR:** All reminiscence volunteers

**RESPONSIBLE TO:** Learning Manager

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are not necessary

**The Purpose of this Role:-**

As we develop a new collective approach to learning provision across all of our sites this post will support the Learning Manager to maintain and develop the delivery of the existing and new learning services currently provided across TLC&Y.

**Expectation and Outcomes of this Role:-**

You will help promote and deliver curriculum-based learning opportunities primarily at our museums and attractions / sites, take responsibility for the volunteer-run reminiscence service, the memory box and the school loan box schemes, support the development and delivery of our Memory cafe scheme and assist in the development and delivery of dementia friendly collections-based creative activities

**Your key responsibilities are:-**

- Supporting the development and delivery of
  - formal learning workshops and opportunities across MonLife including at Abergavenny, Chepstow and Monmouth museums and our attractions and countryside sites, as required
  - informal learning workshops and opportunities at Abergavenny, Chepstow and Monmouth museums and our attractions and countryside sites, as required.

## Appendix 1

- Promoting formal learning workshops and opportunities and undertaking administration associated with its running.
- Maintaining, packing and updating reminiscence boxes and object information.
- Organising and supporting volunteers to undertake facilitated reminiscence sessions.
- Promoting the reminiscence scheme and undertaking any administration associated with its running.
- Maintaining, packing and updating school loan boxes and object information.
- Promoting the school loan box scheme and undertaking any administration associated with its running.
- Supporting the development and delivery of the Creative Lives Active Lives Dementia friendly activity scheme including object handling and craft activity, preparation of resources, liaison with volunteers, publicity, booking systems and preparation of rooms
- Supporting the delivery of the memory cafes including support for young people, publicity, booking systems, set up and take down of equipment and preparation of rooms for the event.
- Assisting the Learning Manager with any other relevant duties, as required.

### **Special Conditions**

The hours of work will be flexible and may include weekdays, weekends, evenings and Bank Holidays and may change to meet the changing demands of the service and for events, functions etc.

### **Here's what we can provide you with:-**

- A full induction process
- Management and team support and appropriate training, and the opportunity to develop your skills based on your existing knowledge and experience.
- Flexible working conditions.

### **What else you need to know.....Monmouthshire Values are:**

**Openness:** We aspire to be open and honest to develop trusting relationships.

**Fairness:** We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

**Flexibility:** We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

**Teamwork:** We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

### **In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct. The Council is committed to Equal Opportunities and welcome applicants from all sections of the community.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an enhanced Disclosure and Barring Service check. The Council is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

### **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

- Experience of delivering learning, both formal and informal.
- Experience of developing learning resources, both formal and informal, written and physical
- Have experience/knowledge of museum/heritage education
- Have some experience of working with children and young people.
- Have experience of inter- generational learning
- Have excellent communication skills (both written and verbal) and be confident in communicating with a wide range of people; children, teachers, volunteers, visitors, staff, actors, freelancers, external organisations and agencies.
- Have experience of designing and producing creative activities for children of a wide range of ages and abilities.
- Demonstrable experience of developing and delivering craft-based workshops
- Awareness and understanding of both the English and Welsh National Curricula
- Excellent organisation and administrative skills
- Interest in heritage, culture and the arts
- Experience of supporting volunteers
- Awareness and understanding of Dementia and reminiscence work
- Research skills
- Flexibility and problem solving

## Appendix 1

- Must hold a current driving licence
- Ability to work well with others and have the ability to work unsupervised and use own initiative as well as operating as an effective team member
- Experience and confidence to use / be trained to use ICT packages and systems
- Possess high levels of communication skills (including written) to be able to communicate to user groups, customers and others.
- To be passionate and committed to the delivery of a quality service with an awareness of customer care principles.
- Confident and assertive and be able to perform well under pressure and without direct supervision
- Willingness to undertake staff development training in order to improve in the post.