

## Career Opportunity

Job Title	Heritage Trainee
Job reference	001885
Service Area / Directorate	Community Services
Salary and Grade	G3: £20,061 to £20,753 per annum - (pro rata for part time)
Contract	Fixed Term for 6 months up to 31 March 2022
Hours per week	37
Location	Oxford - Town Hall

### The role

Do you like working with the public?

- Are you curious about your community and its past?
- Would you like a 6 month opportunity to build new skills?
- Could you inspire others to enjoy museums and their collections?

If you have answered yes to any of these questions, this opportunity might be for you.

Oxford City Council's Museum of Oxford is a local social history museum that tells the story of Oxford & its people with a busy outreach programme for schools, community groups and the wider public.

We are seeking to appoint a Heritage Trainee at an exciting time in the Museum's development. The Museum of Oxford is working on a £3m, National Heritage Lottery Funded (NHLF) supported project **Oxford's Hidden Histories**. This project will open up and share the heritage of the city's communities through stories that radiate out from the historic Town Hall building at its centre. The project will make accessible objects currently in store; uncover archival records mapping the City's development; and explore Oxford's intangible heritage through the memories of local people. The project will enable the museum to develop as a community hub; for people to engage in exploring the heritage to inform their lives today, taking pride in sharing and celebrating their city's story.

We have been working with a team of advisors and consultants to help us develop our plans and we will reopen in Autumn 2021.

The Heritage Trainee (HT) is a new NLHF funded 6 month trainee placement and has been created to support the delivery of exhibitions programmes and activities for the Oxford's Hidden Histories project (and as detailed in the Oxford's Hidden Histories NLHF Activity Plan - available on request).

The purpose of this programme is to support trainees to gain skills and knowledge to work in the museum sector so we don't expect you to have any previous experience. The programme will also enable them to gain real experience to refer to in future job applications.

We are looking for people:

- with passion and enthusiasm for engaging with the public
- who are curious about objects and the stories they can tell

- who are open to new experiences and keen to learn
- who are willing to commit to a year-long programme of self-development and learning

The Trainee will be based in the Learning Team at the Museum of Oxford and will also work across the wider museum team to focus on front of house and visitor services, volunteer engagement, collections management, interpretation and marketing.

If you are shortlisted for the traineeship you will be invited to a group engagement day at the Museum of Oxford. This is not a formal interview but is an opportunity for you to visit the museum, meet the museum team, see behind the scenes and ask questions about the role. There will be an informal interview as a later part of the process.

## About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion LiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

## How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit [www.oxford.gov.uk](http://www.oxford.gov.uk)

If you are unable to access our website please call **01865 252848**.

**Note:** For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For most roles the successful applicant will be expected to work from home for the immediate future. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

**Closing Date:** 14 June 2021

Late applications will not be processed

**Interview Date(s):** 29 June 2021/ 01 July 2021

For an informal discussion about the post please contact Kate Toomey on 01865 252819 or email [kttoomey@oxford.gov.uk](mailto:kttoomey@oxford.gov.uk)

**We are an equal opportunity employer:**

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.



## Role Profiles

### Role information

Job Title	Heritage Trainee	Position No.	HR use only
Position type	Fixed Term for 6 months up to 31 March 2022	Hours per week	37
Grade and Salary Range	G3: £20,061 to £20,753 per annum - (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Community Services		
Responsible To	Kate Toomey	No. of employees	0
Budget (£)	0	Assets	0
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is not politically sensitive		

### Role purpose

- To fully engage with the training experience during the 6 month placement at the Museum of Oxford
- To engage with the development and delivery of heritage learning and interpretation activities with a variety of learner groups through hands on training with museum staff and freelance facilitators
- To engage with the general visitor through front of house and visitor services duties
- To provide support in collections management including handling and packing objects, and conservation monitoring
- To support event planning and marketing, providing support in the maintenance of social media and promotional, publicity and PR activity.

### Role responsibilities and main duties

- Attend the placement every day as required, on time, and appropriately dressed for the task
- Complete a training log and contribute to evaluation requirements of the NLHF funded programme.
- Develop a knowledge of the museum sector.
- Develop a knowledge of social enterprise in museum and heritage settings.
- Support in the work to increase the Museum of Oxford's connections with its local community.
- Support the work of the museum team in administration, learning, interpretation, visitor services, volunteer engagement, and care of collections.
- Gain knowledge and understanding of the evaluation process for heritage learning by gathering and analysing feedback.
- Be a team player.

- Work closely with volunteers.
- Devise and undertake independent projects, with support from museum team members where required.
- Be flexible and committed in your approach to the traineeship, carrying out other duties which are in line with the expected general level of responsibility required of the post.
- Carry out the responsibilities of the traineeship and undertake all training, duties and interactions with staff, volunteers, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council's policies, procedures and guidelines on safeguarding & child protection, customer care, health and safety, equality and diversity, and data protection, as well as the policies in place at the Museum of Oxford.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

## Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

## Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Interest and enthusiasm to learn about Museums and Heritage organisations and a career in heritage, arts or the cultural sector	✓	✓	✓	<input type="checkbox"/>
General understanding of why it is important that a broad range of people engage with heritage	✓	✓	✓	<input type="checkbox"/>
Interest and enthusiasm for working with people in a heritage setting	✓	✓	✓	<input type="checkbox"/>
Experience of working in teams, but also alone with less direct supervision	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills, verbally and in written forms	✓	✓	✓	<input type="checkbox"/>
Confident, personable, adaptable, self-motivated and able to use initiative	✓	✓	✓	<input type="checkbox"/>
Attentive and able to follow instructions, organised with good attention to detail and to deliver to deadlines	✓	✓	✓	<input type="checkbox"/>
Flexible and willing to work on occasional evenings and weekends if required	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
An enthusiasm for undertaking training and short courses	✓	✓	<input type="checkbox"/>	✓
Experience of working with members of the public (particularly children and young people) to support their learning would be an advantage	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of museum/heritage collections	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Good level of ICT – Microsoft Office, social media platforms, desktop publishing an advantage	✓	✓	<input type="checkbox"/>	✓
Broad understanding of health and safety, management of data, and equality and diversity in the work place	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

## **Notes to candidates**

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.