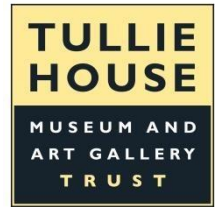


# TULLIE HOUSE MUSEUM & ART GALLERY TRUST

## JOB DESCRIPTION



## Secret Garden Facilitator

**Hourly Rate:** £11.50 - £13 p/h

**Hours:** Fixed term contract at 7.5 hours per week, May – October 2019

**Responsible to:** Community & Young People Coordinator

### OVERALL PURPOSE

- To deliver activities and engagement opportunities in the Tullie House Secret Garden under the direction of the Community & Young People Coordinator.

### KEY AREAS OF RESPONSIBILITY

1. To develop and deliver weekly gardening clubs for families and adults living with dementia and their carers.
2. To facilitate activities and learning sessions in the Secret Garden for groups of vulnerable adults, including adults living with mental health issues, disabled adults and adults in recovery.
3. To be responsible for the health and safety of all participants whilst on site.
4. The Trust operates across a 7-day working week. Flexible approach to working hours will be required, the role may also involve occasional evening, weekend and bank holiday working.

### Mandatory for all staff

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with the THMAGT H&S Policies, including risk assessments and implementing safe systems of work.

Staff will be expected to ensure that the approach and ethos outlined in the Tullie House Manifesto are central to all activity.

17<sup>th</sup> April 2019

**Please note**

This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements, it will be reviewed on a regular basis.

**PERSON SPECIFICATION  
TULLIE HOUSE MUSEUM & ART GALLERY TRUST**

**Secret Garden Coordinator**

*All Criteria are essential, unless stated as desirable (D)*

<b>Criteria</b>	<b>Competency</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>- GCSE Grade C or above in English and Mathematics (or equivalent)</li></ul>
<b>Experience, Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"><li>- Previous experience of delivering activities in an outdoor environment</li><li>- Experience of delivering activities and events to a range of ages and abilities</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>- Ability to act as an advocate for the museum</li><li>- Excellent communication skills with the ability to communicate at all levels</li><li>- Excellent organisational skills</li><li>- Flexible / proactive attitude towards performing tasks, problem solving and providing cover for colleagues</li><li>- Able to deliver a programme of high quality events / activities on time and within budget</li></ul>
<b>Personal Qualities &amp; Commitment</b>	<ul style="list-style-type: none"><li>- Physically fit – able to undertake manual handling tasks (lifting and carrying learning resources)</li><li>- Positive attitude towards health and safety</li><li>- Evidence of willingness to learn. Responds positively to feedback, learning from experience and mistakes.</li><li>- Able to be imaginative, innovative and entrepreneurial with the development of learning programmes</li><li>- Capable of working effectively whilst under a limited level of pressure</li><li>- Professional manner and appearance at all times</li><li>- Works effectively and professionally as part of the team and co-operates with others across the organisation</li><li>- Confident approach as required to work independently with limited supervision</li></ul>

	<ul style="list-style-type: none"><li>- Able to deal with difficult situations in a calm and tactful manner</li></ul>
<b>Other Factors</b>	<ul style="list-style-type: none"><li>- Flexible approach to working hours as weekend and some evening and bank holiday work will be required</li><li>- Enhanced DBS check</li></ul>