

JOB DESCRIPTION

Learning and Social Inclusion Coordinator (maternity cover)

Reporting to: Engagement Manager

Responsible for: Budgets specific to areas of responsibility

Salary scale: £10.00 per hour, 7.5 hrs/week, maternity cover from 3 December 2018 (for up to 12 months)

Purpose:

To establish and maintain connections with schools (primary and secondary), colleges and community groups in order to support the aims and artistic vision of MOSTYN. To make this as accessible, engaging and enjoyable to multiple audiences (including schools, colleges, universities, learning associations, families and community groups) with the priority of increasing the number, frequency and type of visitors to the gallery, thus contributing to MOSTYN's entrepreneurial approach towards sustainability, social relevance and active citizenship.

Main duties:

- Working with the Engagement Manager to establish a MOSTYN offer to the above and coordinate the delivery of the service.
- Plan and deliver workshops in the gallery, schools and community settings (taking into consideration Special Educational Needs requirements).
- Liaise with teachers, staff in community settings, MOSTYN Engagement Manager and MOSTYN's wider team, working to a given budget for each workshop session.
- Undertake risk assessments of activities.
- Keep records and provide reports when appropriate.
- Contribute to the Learning & Engagement content of MOSTYN website and, in collaboration with the Audience Relations Manager and the Engagement Manager, develop and distribute relevant content via online social networking activity of MOSTYN, in accordance with the organisation's guidelines.

In common with all post holders, the Learning and Social Inclusion Coordinator is expected:-

- To take responsibility for their own and their colleagues' health and safety
- To ensure the security of the gallery and other spaces in MOSTYN
- To act as an advocate of MOSTYN, having a good knowledge of all the gallery offers, and promote its vision and activities
- To collaborate with all other departments
- To ensure MOSTYN systems, policies and processes are adhered to in the execution of the duties.

It may be necessary to undertake other reasonable duties for the successful execution of this role and to meet the aims of the organisation.

Outline person specification:

Skills:

- Able to organise own work and that of others in the execution of this role.
- Creative flair, entrepreneurial spirit and resourcefulness to devise and deliver innovative, yet pragmatic programmes of activities.
- Articulate and able to discuss and present contemporary art and learning & inclusion issues to different audiences, stakeholders and funders, using different vocabulary and tools according to target audiences and speakers.
- Have a clear understanding of the curriculum in terms of art and design and be able to form cross-curricular links when working with MOSTYN exhibitions.
- Have a knowledge of Health and Safety, Children and Vulnerable Adults regulations.
- Able to relate well to children and adults, creating a positive working environment.
- Good verbal and written communication skills are essential.
- The ability to communicate in both Welsh and English is essential.
- The ability to drive and the use of a car is essential (travel expenses are paid).

Experience:

- Previous experience of working with children in a school, gallery or community setting is essential.
- Previous experience of working within a social inclusion framework is highly desirable.
- Teaching experience is desirable.
- Previous experience of risk assessment is desirable.

Hours of work:

This is a part-time role working 7.5 hours per week. The distribution of these hours is by negotiation with the Engagement Manager. There may be an occasional requirement to work evenings and weekends in the execution of this role.

Application Process

Please send a CV and covering letter, outlining your suitability for the role, to alfredoc@mostyn.org

Closing date for applications: **Thursday 8th November 2018 (17:00hrs)**