

Casual Learning  
Facilitator  
Candidate Pack



[harewood.org](http://harewood.org)





## **ABOUT HAREWOOD**

Harewood House Trust (HHT) is an educational charity which engages nearly 300,000 visitors every year through our three outstanding collections – art, garden and living – with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th-century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation, including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

In 2021, Harewood celebrated 250 years since the House was completed. The Trust has great ambitions for Harewood's future, as well as celebrating its fascinating past, including working on a masterplan to ensure Harewood's conservation, its longevity and its relevance to audiences today.

## **LEARNING AT HAREWOOD**

Learning plays a key role in Harewood's ambition to re-imagine the country house for the 21st century by reinvigorating how visitors connect with us.

As part of the Public Engagement Programme, learning at Harewood works to capture key audiences, from families and school children to teachers and community groups, in creative and meaningful ways. We aim to share Harewood's unique stories, collections and green spaces through informal and formal learning opportunities that inspire young minds and encourage playful discovery. These ambitions are inspired by our brand values of working together to be caring of our collections, people, our community and planet, being adventurous in our aims to incite curiosity and challenging all we do with rigour and imagination.







## **CASUAL LEARNING FACILITATOR**

**Responsible to** Learning and Engagement Officer

**Salary** Starting from £11.44 per hour

**Contract** Casual, on an ad-hoc basis

### **JOB SUMMARY**

As a Learning Facilitator you will be responsible for supporting the successful delivery of Harewood House Trust's creative learning programmes. Working closely with the Learning and Engagement Officer, you will help realise our ambitious and exciting plans through your hands-on approach to session planning and delivery. The role offers the exciting opportunity to assist with the development and delivery of a brand new, seamless and innovative learning programme that is sector-leading and unique to Harewood, rooted in our collections. The programme will offer rich learning experiences that are underpinned with rigour and definable learning outcomes, whilst bringing the national curriculum to life.

In this post, you will assist with the development and delivery of a variety of facilitated sessions and self-led resources for a wide range of learners (EYFS to adult), with a particular focus on school and family audiences. Our workshops incorporate various approaches to learning including, but not limited to, object handling, storytelling, role play, process drama and demonstrations. You will therefore need to be an adaptive communicator and committed to continuous professional development.

You should have experience working with a wide range of audiences and programming learning activities that connect and engage them. You should be passionate about creating and sharing our learning programmes and vision with a diverse public and advocating learning across all HHT activities. The successful candidate will have some experience of delivering programmes for formal and informal learning audiences, and will be an enthusiastic learner too!

### **MAIN PURPOSE OF THE ROLE**

- To deliver outstanding, creative and dynamic learning sessions to school audiences as part of our formal learning programme
- To assist with the research and development of formal learning sessions, resources and materials, creating memorable learning experiences for all
- To support the delivery and development of informal learning programmes for families and other learners
- To contribute to the development and production of learning resources, including packs, trails, handling resources, printed material and other interpretation tools
- To embed equality, diversity and inclusion throughout all learning activities; actively seeking opportunities to provide diverse perspectives and increase participation by under-represented groups in the heritage sector

- To undertake specific learning projects, including outreach and off-site work, as directed
- To support volunteers, placement students, etc., as directed
- To provide safe and secure working practices in all activities, always considering the safety of learners, staff and volunteers and the security of learning resources

## **KEY RESULTS AREAS**

### **Programme Development + Delivery**

- Work collaboratively with the Learning and Engagement Officer and other Learning Facilitators to devise content for schools, families and other learners, bringing creativity, knowledge and skills into the Learning programme as part of a team.
- Implement monitoring and feedback systems as directed by the Learning and Engagement Officer to evidence effectiveness and areas for improvement in the programme.
- Encourage and facilitate high-quality learning which is discovery-based and experiential, enabling children to follow their interests and creativity and capitalize on the unique environments at Harewood.
- Be responsive and flexible in delivering planned sessions so they are consistent and of high quality whilst also being responsive to the ages and needs of a particular group, changes in weather and seasons and other factors that require flexibility.
- Deliver outdoor learning experiences and sessions in historic and dedicated learning spaces; to make the best and most effective use of these unique spaces, liaise with the Collections Care Team concerning learning inside the house.
- Develop good rapport, give clear instructions, and be a friendly, kind and engaging role model for learners visiting Harewood.
- Impart knowledge of Harewood's Collections and inspire learners through sharing knowledge of our Collections in an engaging, accessible way.
- Working with the Learning and Engagement Officer to ensure accessibility and inclusivity within sessions (including intellectual, physical and cultural)
- Be reflective and embrace constructive feedback and sharing of ideas for improvements; agree to observation and feedback from the Learning and Engagement Officer in order to maintain the highest quality of delivery.

### **Session Management + Administration**

- Set up and prepare for a session so it is well-prepared and ready to start on time; clear away at the end of the session, leaving spaces clear and tidy.
- Inform the Learning and Engagement Officer with regards to the replenishment of materials and equipment as needed and liaise with the Learning and Engagement Officer regarding any other materials or resources that could enhance the programme.
- Liaise with the Learning and Engagement Officer to ensure health & safety, safeguarding children and vulnerable adults, security and emergency procedures are followed and deliver sessions against written risk assessments.
- Ensure that formal, written evaluation is undertaken with all school groups.
- To conduct administrative tasks relating to school bookings, CRM, visitor feedback and similar duties
- Undergo a satisfactory DBS Check in accordance with the responsibility of the role.

## General Responsibilities

- Actively contribute to the successful achievement of departmental and charity-wide goals.
- Adhere to all Harewood House Trust policies and procedures
- Carry out any other duties as reasonably requested

## Special Considerations

The Learning Facilitator will often be required to work outdoors in different weather conditions, walking to different areas of the site within a session. It is a physically demanding role, often involving carrying resources and equipment, moving furniture etc.

## PERSON SPECIFICATION

Essential = E, Desirable = D

Passionate about creative and cultural learning and making sites such as Harewood and its collections accessible to different learners	E
Understanding and interest in how children, young people and adults learn creatively and how to enable high quality engagement through effective planning and facilitation	E
An enthusiastic and engaging communicator, particularly with children, with the ability to respond to different audiences and needs	E
Able to communicate with teachers and other professionals in promoting and representing Harewood's learning programme	E
Able to work comfortably with a range of ages, backgrounds and abilities and to be sensitive to cultural and personal experience and how this may affect learning/engagement	E
Pro-active, creative, able to show initiative and resourcefulness in terms of ideas and programme development	E
Experience and ability to work in a team and have a collaborative and open demeanour	E
Experience of creating and delivering learning events or activities for schools, young people or families	E
Proficient with the use of standard Microsoft Office software	E
Familiar with guidelines for risk assessments, health & safety and child safeguarding	E
A commitment to equality & diversity	E
A commitment to working in the charity sector	E
Ability or experience of creating learning resources, such as print material or handling objects to support session delivery	D
Appreciation and understanding of health and well-being within schools or cultural sector	D
An interest in or appreciation of the arts / culture / heritage	D



## **OUR VALUES**

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



## CONTRACT TERMS & BENEFITS

<b>Contract</b>	Casual
<b>Hours</b>	This role has no guaranteed hours of work; hours of work can therefore vary from week to week, and as a result, there may be weeks when no hours of work are offered. Casual workers are not obliged to accept any work that is offered.
<b>Location</b>	Harewood House Trust, Harewood, Leeds, LS17 9LG. Harewood is 7 miles outside of Leeds and accessible by public transport: <a href="http://goodjourney.org.uk/attraction/harewood-house/">goodjourney.org.uk/attraction/harewood-house/</a>
<b>Casual worker benefits</b>	Discount in onsite cafés + retail outlets; Access to complimentary passes for other Treasure House of England + Yorkshire's Great, Houses, Castles & Gardens properties; Free parking.
<b>Pre-work checks</b>	Evidence of the right to work in the UK DBS check

## NEXT STEPS & HOW TO APPLY

Please submit an [application form](#) and an [equality and diversity monitoring form](#) to [recruitment@harewood.org](mailto:recruitment@harewood.org). If you require the forms in an alternative format, please get in touch.

Harewood House Trust is a [Disability Confident Employer](#), and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration or if you require any reasonable adjustments for any part of the recruitment process, please contact us at [recruitment@harewood.org](mailto:recruitment@harewood.org).

**Closing date: Monday 6th May 2024 at midnight**

Thank you for reading this pack. We look forward to hearing from you!







For more information please contact  
**Emily Long**  
People Manager  
[recruitment@harewood.org](mailto:recruitment@harewood.org)



**HAREWOOD**

Registered charity in England no 517753

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