



**JOB TITLE:** Education Team Member

**RESPONSIBLE TO:** Education, Learning and Engagement Officer

### **ROLE SUMMARY**

To assist in delivering a high quality range of activities to booked school groups visiting Alnwick Castle on term-time days throughout the season – March – October 2025. Outside of pre-booked school visits, this role may also include the delivery of education workshops and related activities during events and peak season.

This role can be taken in addition to any other seasonal position, and is not intended as a stand alone position due to the ad hoc nature of Education visits to the castle.

### **MAIN DUTIES AND RESPONSIBILITIES**

With the wide range of activities and options on offer for schools at Alnwick Castle, this role covers a number of possible positions within the Education team. These include:

- **Delivering a range of entertaining and informative workshop sessions**
- **Leading groups on guided tours**
- **Delivering other activities such as talks or Broomstick Training**
- **Accompanying groups as they explore the castle and grounds**
- **Meeting groups, assisting with directions and facilities, and ensuring a safe departure**

Full departmental training will be provided for all positions covered within the role.

### **Teamwork and Personal Development**

You must be able to demonstrate that you can work as part of a team and also work on your own.

You will support other Education team members in a variety of ways, including your help to ensure supplies and materials are fully stocked and ready for the next visit.

You must be happy to work with a range of age groups, from Early Years to Sixth Form, working hard to help create a memorable and enjoyable visit for everyone.

### **General**

A knowledge of, and compliance with, general procedures will be required, in relation to daily shift patterns, rostering, staffing levels, holiday patterns and similar procedures as outlined in the castle staff handbook. In addition, you will be prepared to undertake any other tasks and duties reasonably required by Northumberland Estates. You must be flexible, reliable and punctual.

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Training, Experience and Qualifications</b>	
<ul style="list-style-type: none"> <li>- Experience of visitor care, or similar equivalent</li> <li>- Good standard of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience working in an Education capacity within any sector</li> <li>- Experience working with young people</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>- Excellent attention to detail</li> <li>- Ability to adapt to changing circumstances at short notice</li> <li>- Ability to work as a team but also independently</li> <li>- General awareness of Health and Safety and security</li> </ul>	<ul style="list-style-type: none"> <li>- Public speaking or engagement skills</li> <li>- Knowledge of Alnwick Castle and its history, various periods in British history, or general history of castles in Britain</li> </ul>
<b>Interpersonal Skills</b>	
<ul style="list-style-type: none"> <li>- Excellent communication skills</li> <li>- Neat and tidy personal appearance</li> <li>- Reliability and punctuality</li> <li>- Ability to work calmly under pressure</li> <li>- Flexible and adaptable</li> </ul>	
<b>Particular Circumstances to Consider</b>	
<ul style="list-style-type: none"> <li>- This role works in addition to other seasonal positions, and is not intended to be a stand alone or primary role.</li> <li>- Be prepared to be flexible in working hour patterns; these patterns are led by predicted school arrival and departure times and may be shorter than other castle team shifts.</li> <li>- To wear and maintain uniform or costume as provided by Alnwick Castle.</li> </ul>	
<b>Physical/Health Requirements (site specific)</b>	
<ul style="list-style-type: none"> <li>- The role may involve standing for long periods of times in the open air, and in all weather conditions. Some areas are only accessible by stairwells, contain uneven surfaces or have low level lighting.</li> <li>- Daily work may include lifting of heavy or bulky objects.</li> </ul>	

Rates of pay will be shared at interview