

Job description



Job title: 'Mary Seacole' Community Actor-Facilitator. Part-time: 2.5 days per week (18.5 Hours). Fixed Term Contract . Upto 10 months. Supported by National Lottery Heritage Fund.

Department: Learning & Community Engagement

Numbers and grades of any staff managed by the post holder: No line management responsibility for staff but occasionally the postholder may be first point of contact for junior colleagues and volunteers.

Post holder's immediate supervisor: Learning Manager

Hours: Paid 7 hours 30 minutes per day.

Hours of work: This post offers some flexibility with working hours. A standard day would typically be 9.00 – 5.30 with an unpaid lunchbreak of 60 minutes.

Place of work: This position will be based at the Florence Nightingale Museum, but will also be required to travel to community venues for the better performance of duties.

Salary: £24,000 pa pro rata (£12,000 pa for 2.5 days.) Over-time will be paid on a mutually agreed basis for additional hours from time to time.

1 Job purpose

The 'Mary Seacole' Actor-Facilitator role will lead performances at the museum and community venues, performing as British-Jamaican doctress and Crimean War heroine 'Mary Seacole'. The individual will feel comfortable working with a variety of ages and abilities, including school groups and professional organisations. In addition to performing in person, the postholder will help create film and digital content and contribute to the creation of scripts and learning resources, assisting with research of the National Lottery Heritage Fund #Dynamic Collections project; "From Scutari Hospital to NHS Nightingale: The British Hotel to Seacole Recovery Centres". This role will play a key part in building relationships with community partners, particularly local residents, nursing organisations and British military, including both serving personnel and veterans groups.

The post-holder will be expected to build their knowledge of Seacole, Nightingale and relevant history and contemporary issues in order to be able to confidently answer questions from audiences whilst remaining in character.

2 Principal duties and responsibilities

- Lead school, family and community performances working to an agreed script, ensuring each performance is of high quality and achieves identified learning and engagement outcomes. These performances may take place at the museum or in community spaces.

- Support the Learning Manager in the ongoing development of scripts and development and delivery of other formal and informal educational and visitor experience activities. Activities may be in character as Mary Seacole or not.
- Support community engagement activity, including market research, focus groups and advocacy talks, acting as a representative of the Florence Nightingale Museum and ambassador for the National Lottery Heritage Fund.
- Support bookings and administration relating to performances and other aspects of the project.
- Contribute to the research and creation of the new military nursing themed gallery space and associated physical and online activity.
- Take part in project evaluation, of both your own role and performance and wider considerations.
- Assist with marketing and promotional activity performing as Mary Seacole, including photography, film and other media work.
- Support your work by gaining an accurate background on Nightingale, Seacole and other relevant aspects to nursing/medical history, the Victorian era and contemporary healthcare.
- In exceptional circumstances such as staff shortages, support the core visitor operations of the Florence Nightingale Museum team.

Generic:

- Take personal responsibility and a pro-active approach for own career, skills and knowledge development.
- The role will be required to assist in the event of emergency evacuations and salvage, including visitors, colleagues and the museum collection
- Any other duties considered to be appropriate to the grade of pay

3 CONDITIONS

Annual leave of 23 days plus 8 Bank Holidays (pro rata)

Over-time payments will from time to time be made for additional hours but must be agreed with the Assistant Director or Director.

The Museum Trust operates a stakeholder pension scheme. Further information is available from our accounts department.

Pay awards are subject to annual review and recommendations to the trustees you're your performance and that of the business critical.

Adherence to the following policies and procedures is expected. i) Sickness ii) Equality & Diversity iii) IT iv) Volunteering v) Disciplinary and Grievance

It should be noted that this post has substantial budget/spending responsibility.

4 All staff are expected to maintain high standards of customer care, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

5 All staff are expected to adhere to GSTT No Smoking Policy whilst on the hospital site.

Person specification



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Department: Learning & Community Engagement

Numbers and grades of any staff managed by the post holder: No line management responsibility for staff but occasionally the postholder may be first point of contact for junior colleagues and volunteers.

Post holder’s immediate supervisor: Learning Manager

Hours: Paid 7 hours 30 minutes per day. (An unpaid lunchbreak of 30 or 60 minutes will be agreed with the Learning Manager as per business needs). Days will be agreed subject to operational need including some weekends.

Hours of work: This post offers some flexibility with working hours. A standard day would be 9.00 – 5.30 with an unpaid lunchbreak of 60 minutes.

Salary: Up to £24,000 pa pro rata (Up to £12,000 pa for 2.5 days.) Over-time will be paid on a mutually agreed basis for additional hours from time to time.

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
Qualifications & Knowledge	<p><i>Essential:</i></p> <ul style="list-style-type: none"> There are no essential qualifications for this position. All staff are however expected to have a strong command of the English languages and be numerate. An interest in museums and heritage and knowledge of their role within formal and informal learning experiences Knowledge of ‘Safeguarding’ 			X	X	
	<p><i>Desirable:</i></p> <ul style="list-style-type: none"> HND/BA(Hons) in Acting, Performing Arts, Theatre or similar qualifications Teaching or museum/education qualifications or short courses 	X	X			X
				X	X	

