



Curious Minds and Bolton Museum are looking for two young people aged 18 – 25 to work with them on the 'Collecting World Connections' project early in 2021.

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| <b>Job title:</b>         | Community Engagement Assistant   |
| <b>Salary:</b>            | £9.30 per hour   |
| <b>Hours:</b>             | Part time, six hours per week  |
| <b>Contract:</b>          | Fixed term, six month contract, January to July 2021 with flexible working days                    |
| <b>Based at:</b>          | Bolton Museum  |
| <b>Responsible to:</b>    | Head of Careers & Employability, Curious Minds   |
| <b>Key relationships:</b> | Ian Trumble, Museum Access Officer and Pierrette Squires, Team Leader Museum Access, Bolton Museum |
| <b>Responsible for:</b>   | N/A  |

## Background

This role will support the 'Collecting World Connections' project at Bolton Museum. This brand-new project wants to connect Bolton's diverse communities with their cultural heritage in the town and build community knowledge and engagement with their collections.

It aims to work alongside ten individuals from diverse communities across Bolton that are represented in the museum's world collections. As part of this project, the museum service wants to collect voices and stories, along with images and objects, from these communities. They hope that this will be the beginning of much wider engagement with these communities after this initial project.

## Job Description

The Community Engagement Assistant will work alongside the Bolton Museum staff to support community engagement on the 'Collecting World Connections' project.

The Community Engagement Assistant will be responsible for:

- Assisting in delivering activities in communities across Bolton to enable them to feel better represented in the Museum & to support their knowledge and understanding of the objects in the museum
- Helping to develop and provide access to museum collections
- Assisting in the implementation & evaluation of effective community partnerships which enhance and support the development of our service.
- Delivering a high quality and consistent customer service, including the answering customer enquiries in a variety of ways; either in person, by telephone or electronic means including social media where appropriate.
- Promoting all the services and collections within Libraries and Museums to visitors and provide opportunities for communities to engage with them using social media channels where appropriate
- Carrying out all general operational duties as directed on a daily basis.
- Inputting and extracting data from manual and ICT systems in order to provide information, access to services and collections, advice and support for visitors.
- Assisting in the planning and delivery of events where necessary.

The selected candidate will:

- Have a strong interest in delivering activities that promote access to library and museum services
- Be able to demonstrate ideas to support the service to seek out new opportunities for working with diverse communities
- Be customer focussed, able to actively engage with customers from diverse backgrounds and see the service from their perspective.
- Be able to prioritise tasks to ensure completion with a timely and accurate approach.
- Have the following key skills:
  - Good team working skills and able to actively use own initiative
  - Good communication skills in all situations including difficult ones.
  - Good ICT knowledge of Microsoft packages, email, internet and social media

The selected candidate will be provided with further information on the project itself and the wider services from Bolton Libraries and Museums. Any equipment needed to carry out your duties will be provided where appropriate.

## Relationships

Curious Minds will be the employer and the successful candidate will be assigned to work with Bolton Museum in this role.

## Eligibility

Please note that this post is funded by Curious Minds as part of the Hope Streets project, supported by National Lottery Heritage Fund. As a result of funding restrictions, the post can only be offered to young people aged 18 – 25 years old.

We are particularly interested in hearing from you if you are facing challenging circumstances at the moment and feel that you would benefit from this opportunity.

Please note you may be required to give evidence of your circumstances as part of the application process. All applications will be treated confidentially.

If you are interested, but uncertain as to whether you are eligible or not, then please contact [holly.ball@curiousminds.org.uk](mailto:holly.ball@curiousminds.org.uk) for an informal chat about the placement.

## How to Apply

Please complete both parts of the application form and send to [susan.blackburn@curiousminds.org.uk](mailto:susan.blackburn@curiousminds.org.uk) by **5pm on Tuesday 1<sup>st</sup> December 2020**.

Interviews will be held on Thursday 10<sup>th</sup> December either in person at Bolton Museum or via Zoom. Candidates invited to interview will be asked as to their preference and any additional measures needed to make the interview accessible.