

MUSEUM *of* BRANDS

Role Description – Learning Assistant

Job Title	Learning Assistant
Responsible to	Learning Officer
Works with	Volunteers, Visitor Operations Manager, Museum team
Location	Museum of Brands, London, W11 1QT
Hours	20 hours per week
Working pattern	The role is for 20 hours per week, spread across 2.5–4 days. You must be available to work on Fridays, with flexibility over the remaining days. These days may vary depending on workshop bookings but will be agreed with you in advance. Working hours will generally fall between 9:00am and 5:30pm, Monday to Friday. Occasional weekend work and earlier or later starts may be required to provide cover, and these will be arranged with you in advance. A 30-minute unpaid break applies on shifts longer than 6 hours.
Holiday	11 days plus 4 bank holidays
Salary	£15,392

1) Job Purpose

The Museum of Brands is looking for an enthusiastic and organised Learning Assistant to help deliver engaging learning experiences for school, university, and community groups.

You'll lead workshops and introductory talks, prepare learning resources, manage educational bookings and support the development of our Learning programme. You'll also help promote museum visits to senior groups and support volunteers and other museum activities when needed.

2) Main responsibilities

Learning Delivery

- Deliver educational sessions on a broad range of topics relevant to our collection, focusing on our USP of business and marketing.
- Deliver introductory talks to groups.
- Prepare resources and room set up for workshops.
- Follow the Museum's Safeguarding Policy.
- Ensure all products are inclusive and reflect the diversity of local audiences.

Administration

- Manage educational bookings from enquiry to payment.
- Maintain accurate records and statistics for learning bookings.
- Recruit, train and support learning volunteers and work placement students.

Marketing

- Create and deliver marketing content and communications, including direct mailings, newsletter entries, and social media posts, to promote our offer to senior groups.
- Increase the number of contacts on the senior groups database and ensure GDPR compliance.

Additional Responsibilities

- During quieter times, this role will be expected to support all other areas of the museum including duty managing, supporting events, marketing, database building, creating resources and any other necessary tasks.

3) Person Specification

Experience	Experience delivering talks, workshops or interactive activities in a formal or informal learning environment
	Experience as a volunteer or working with volunteers
Skills	Excellent public speaking skills and the ability to communicate across different age ranges
	Ability to communicate clearly and professionally with teachers by email and telephone regarding bookings and visit arrangements.
	Confidence using digital tools and ability to learn new systems for managing bookings, maintaining records and communicating with schools.
	Comfortable moving chairs and tables on a regular basis when setting up for workshops in the museum.
Desirable	Enthusiasm for and knowledge of brands, packaging, advertising or design
	Awareness of safeguarding practices and procedures
	Experience creating marketing content, such as social media posts, newsletters or promotional materials

4) Museum Responsibilities

- Demonstrate a commitment to the principles of equal opportunities, inclusivity and fair treatment for all.
- Respect all confidentiality, principles and practice of GDPR UK.
- Undertake further training as required.
- Assist in maintaining the security of the Museum and Museum visitors.
- Comply with Fire and Health and Safety policies and legislation and to ensure the compliance and awareness of volunteers and visitors to the building.
- Follow the Museum's Environmental Sustainability Policy.
- Will undertake full DBS check if appropriate.

5) How to apply

Please send your CV and a covering letter demonstrating how you meet the person specification to freya@museumofbrands.com. Applications without a covering letter will not be reviewed.

Please include details of your availability to work 20 hours per week, including your availability on Fridays.

If you have any questions or would like to discuss the role further, please get in touch.

Please let us know if you need any assistance or additional resources to aid in your application.

Closing date: 9am Monday 9 November

6) What we offer

We are committed to building a workforce that is open for all, and welcome you to apply, even if your experience doesn't fit perfectly. With your transferable skills, you could be the right candidate for this, or other opportunities that we have.

We are working to understand our organisation better and to foster a culture that recognises and values different backgrounds, mindsets, skills, experience, knowledge, and expertise. By having greater diversity, we believe that we will be a stronger and better organisation. We therefore welcome applications from those who bring difference, and we particularly encourage applications from disabled people and people from black, Asian and backgrounds from the global majority, as these groups are currently under-represented in the cultural sector.