PART TIME LEARNING FACILITATOR
RECRUITMENT PACK

SHUTTLEWORTH

ABOUT US

A working airfield near Biggleswade, Bedfordshire, Shuttleworth is home to a world-renowned Collection of aircraft – many the last remaining airworthy examples of their type – veteran vehicles, vintage buses and working steam exhibits. The site also features a Regency Garden in the 'Swiss Picturesque' style, Swiss Garden, plus an on-site café. Shuttleworth House primarily hosts conferences and business events and is a very popular wedding venue. Shuttleworth hosts a range of events throughout the year from Air Shows to steam fayres, and so much more, as well as regular educational and group visits. The site is also home to the Shuttleworth Veteran Aeroplane Society, The Friends of The Swiss Garden and the Shuttleworth Fire Service.

The Collection

Honouring the legacy of our patron, Richard Ormonde Shuttleworth, The Shuttleworth Collection is a treasure trove of airworthy vintage aircraft from 1909-1950, agricultural and steam exhibits, veteran vehicles, classic motorcycles, bicycles, carriages, and buses.

Swiss Garden

Beautifully restored, this RHS partner garden is a unique example of a Regency Garden in the 'Alpine' style.

Shuttleworth House

Shuttleworth House hosts a range of events throughout the year, as well as being a hugely popular wedding venue. There are various spaces available for corporate bookings and away-days.

Parkland

The Shuttleworth site includes stunning lakes and parkland which can be hired for events and is open to various public walking routes.

The Shuttleworth Trust – registered charity: 307534 – was set up to honour the life and legacy of Richard Ormonde Shuttleworth, a keen aviator, racing driver and horse racer, who was tragically killed in 1940 during a night training exercise for the RAF.

PART TIME LEARNING FACILITATOR

The Shuttleworth Trust is looking for an engaging and proactive part time Learning Facilitator. This role will work closely with the Learning Coordinator to deliver learning opportunities to a range of visitors both on and off site throughout the year and during air shows - maintaining the Trust's charitable objective of education and training in the science, practice and history of aviation, motor transport and agriculture.

Principal aims & objectives of the role:

- To deliver curriculum and non-curriculum education and training in the science, practice and history of aviation, motor transport and agriculture.
- To provide, learning opportunities to schools, community groups, families and young people both on site and off site, throughout the year and during air shows.
- To support the delivery of learning by using effective learning methods and an engaging learning experience.
- To ensure that learners efficiently achieve the set learning objectives through an environment that is conducive to learning.

Main duties:

- To assist with planning, delivering and evaluating a wide range of educational programmes, activities, and development sessions for formal and informal learners.
- To work in partnership with the marketing team to create, schedule and lead in the production of content for social media use relating to learning activities.
- To develop resources for different learner groups, including resources that meet the key stage requirements of the National Curriculum for school age formal learners, and those for learners with special requirements.
- To support the planning and delivery of schools and education days, to ensure they run efficiently (logistically) and provide the desired learning outcomes.
- To keep an accurate database of schools, colleges, universities, and any additional groups interested in learning opportunities at Shuttleworth.
- To build relationships with existing guides, and support the building of the pool of available volunteers for educational activities.
- To work collaboratively with our partner organisations.
- To contribute to the evaluation of education resources and seek ongoing improvement.
- To ensure any staff or volunteers assisting in educational activities are fully aware of Health & Safety safe working practices for themselves and others including members of the public.
- To ensure that safeguarding procedures are always followed, whilst working towards becoming the nominated safeguard lead for this area.
- To carry out all necessary risk assessments for all tasks.
- To lead the organisation of Discovery Zones at air shows producing a varied STEM based learning opportunity for our young audience.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.

CANDIDATE SPECIFICATION

E=Essential/D=Desirable

Qualifications:

- Educated to first degree level. (E)

Work experience:

- At least 3 years' experience of developing and delivering curriculum based and informal learning activities. (E)
- Experience of working with children. (E)
- Experience of developing access and learning activities with a Science, Technology, Engineering and Maths (STEM) focus. (D)
- Experience in working with both new technologies and traditional mediums. (D)
- Experience of managing resources including budgets within set parameters. (D)

Skills & knowledge:

- Ability to teach a wide age range. (E)
- Knowledge and understanding of the wider education envorinment and its challenges. (E)
- Up-to-date knwledge of current H&S regulations including Safeguiarding. (E)
- Excellent computer skills. (E)
- Experience working with volunteers on educational projects and visits. (E)
- Ability to produce resources required for educational purposes. (E)
- Experienc eof using Publisher or Canva to produce print ready resources. (D)
- Experience working with marketing teams to promote settings as educational hubs.
- Experience working with events teams to organise education events such as School's Day. (D)
- Experience of creating and scheduling social media content and maintaining relevant dialogue. (E)

Aptitudes:

- Tenacious, organised and focused. Able to work under own initiative. (E)
- Creative, imaginative and enthusiastic. (E)
- Excellent communicator across stakeholder spectrum. (E)
- Passionate about creating a learning relationship with visitors. (E)
- Presentable and friendly. (E)
- Willing and able to build relationships internally and externally. (E)
- Desire to grow the knowledge base for education and lifeliong learning at Shuttleworth. (E)
- Keen to learn, and help iothers to learn, about history and heritage. (E)

TERMS & CONDITIONS

Job Title:	Part Time Learning Facilitator
Working Pattern:	Part time, 20 hours per week / flexible including some weekend working
Salary:	£14,560 (£14.00ph)
Job Type:	Permanent, part time
Benefits:	• Company pension • Discounted or free food • Employee discount • On-site parking
Ability to Commute:	Biggleswade (essential)
Work Location:	In person, on-site.
Reference ID:	Part time Learning Facilitator

HOW TO APPLY

To apply for this role, please submit your CV and a covering letter outlining your suitability for the role to jobs@shuttleworth.org

We look forward to hearing from you.

SHUTTLEWORTH

shuttleworth.org
jobs@shuttleworth.org
@shuttleworthru