Norton Priory Museum Trust Limited
Job Description

LEARNING HOST
REPORTS TO: LEARNING AND COMMUNITY MANAGER
MANAGES: N/A
CONTRACT TYPE: Part Time / Permanent
HOURS: 5 hours per week

About Norton Priory
Norton Priory Museum and Gardens is operated by an independent, charitable trust, Norton Priory Museum Trust Limited. The Trust is dedicated to preserving and sharing the rich heritage of Europe's most excavated monastic site and the 900-year story of the estate. This approach reflects the Trust's Mission Statement: *To conserve, champion and celebrate the heritage, landscapes and collections of Norton Priory for present and future generations*. As a small, passionate team supported by a wider community of volunteers, the Trust strives to provide a warm, welcoming and valuable experience for all our visitors.

About the Role
The Learning Host plays a key role in delivering high-quality, interactive learning sessions for school groups and families. This role supports the museum's mission to make heritage accessible, enjoyable and educational for all ages, helping to foster a lifelong love of learning.

Key Responsibilities

- Deliver engaging, curriculum-linked sessions to school groups, primarily in Key Stages 1 and 2, both on-site and occasionally off-site (usually at Halton Castle).
- Facilitate family-friendly learning activities during weekends, holidays and special events.
- Adapt delivery styles to suit different age groups and learning needs.
- Provide a warm, inclusive welcome to all learning visitors.
- Support the set-up and pack-down of sessions, ensuring learning spaces are tidy, safe and well-prepared.
- Answer questions and provide informal learning opportunities during down time.
- Work closely with learning team members and other colleagues and volunteers to ensure consistent, high-quality delivery.
- Provide feedback on sessions and contribute to the continuous improvement of learning programmes.
- Support volunteers and additional facilitators as required.
- Maintain a safe environment for children and families, adhering to both safeguarding and health and safety policies.

- Report any concerns or incidents promptly to the relevant staff member or Team Leader.

Person Specification

Essential
- Confident and engaging communicator with experience working with children and/or families.
- Enthusiastic about learning and passionate about museums, history, or heritage.
- Able to deliver sessions independently and adapt quickly to different group needs.
- Friendly, professional and customer care focused.
- Flexible and willing to work Bank Holidays and school holidays and occasional weekends.
- Good time management skills.

Desirable
- Experience delivering educational sessions or workshops in a museum, school, or community setting.
- Understanding of the UK school curriculum, especially history or social studies.
- Creative or performance skills (such as, storytelling, costumed interpretation, craft facilitation).

Team Responsibilities *(Applicable to all roles within the organisation)*

- Support weddings, events and other public-facing programmes as required, including occasional evening and weekend work.
- Ensure the health, safety and wellbeing of yourself, colleagues and visitors at all times.
- Act as a positive ambassador for the museum and charitable trust at all times.
- Undertake Safeguarding and First Aid training.
- Assist with cleaning and preparation of internal spaces for daily opening and special events, which may be outside normal opening hours.
- Conduct pre-opening daily site checks to ensure all areas of Norton Priory, including outdoor spaces, are safe, secure and ready to welcome visitors. Log any concerns as a matter of priority with the Team Leader or relevant manager.
- Work collaboratively with colleagues and volunteers to provide a welcoming and inclusive visitor experience.
- Treat colleagues and volunteers with respect to foster a supportive and trusted working environment.
- Represent the Trust in a professional and positive manner at all times.
- Support the Trust's commitment to sustainability by following environmental best

practice (for example, recycling) and encouraging eco-friendly practices across the Norton Priory estate.
- Carry out other duties that may reasonably be required in line with the level and nature of the role.

Staff Benefits
- Access to professional development and role-specific training opportunities.
- Access to confidential staff wellbeing support on request.
- Opportunities to work in a unique and historically significant museum and grounds.
- Generous employer-contributed pension scheme.
- Staff discounts in the museum shop and the Brooke Café.
- Free on-site parking.
- Invitations to staff social events.