

## **Little Bug Club Curator | Application Information**

Timespan is looking for an enthusiastic and inspiring Little Bug Club Curator to research, develop, and produce our new Little Bug Club, which will provide opportunities for families and children to develop positively through informal education, outdoor, cultural and recreational activities. The Little Bug Club should offer an extensive range of activities including outdoor learning, screenings, creative writing and storytelling, arts and crafts, political and cultural education, healthy cooking and growing and hacking technology.

We're looking for someone who can inspire young minds, and engage the local kids with big issues in a fun way through ideas that circumscribe local heritage and contemporary art.

The position is subject to an Enhanced DBS disclosure. Timespan undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We are an Equal Opportunities Employer and especially encourage applications from BAME community.

With generous support from Aspiring Communities Fund and The Robertson Trust, the position is funded for 15 months initially with plans to fundraise to continue the post for 36 months.

**Reporting to:** Director

**Remuneration:** £24,000 fte per annum  
Weekly Rate of £184.62

**Hours:** 2 days per week (16 hours flexible)

**Contract:** Fixed term - 15 months (May 2019 - August 2020)

**Location:** Timespan, Helmsdale

### **Key dates**

- Application deadline: 5th May 2019
- Interview date: Tuesday 14th May 2019

### **Main Responsibilities of the Post**

- To coordinate the development and delivery of Timespan's weekly Little Bug Club
- Support and contribute to Timespan's engagement and learning policy for families and children in partnership with a range of schools, colleges, community groups, young people and families.
- Assist with the development and delivery of programmed workshops exploring Timespan's commissions programme and local history museum, for schools, colleges, community groups, young people, families, adults and older people.
- Develop and monitor programme budgets in cooperation with the Finance Manager
- Develop learning resources for programme activities where necessary in consultation with the Director and Heritage Officer.
- Provide leadership and vision in developing the programme.
- Evaluate the programme through outcomes-based models and approaches that measure changes in knowledge, skills, attitudes and behaviours.

- Take responsibility for Health and Safety of activities and equipment in compliance with relevant legislation

## **Support**

The Little Bug Club Curator will be line managed by Timespan's Director. Monthly reviews give structured feedback and identify particular areas of interest or development. Tailored support and learning is also offered dependent on development needs. Timespan provides an inspiring and diverse learning environment and everyone plays an important role in our dedicated team.

## **Person Specification**

The ideal candidate should be able to demonstrate the following:

### Essential:

- A passion and commitment to supporting the educational, social and cultural development of young people aged 3 - 10.
- At least 2 year's experience working with young people aged 3 - 10.
- Demonstrable knowledge and understanding of environmental, heritage and social justice issues and an interest in the educational objectives that Timespan seeks to deliver
- Highly skilled in inquiry-based, learner-centered approaches
- Proven experience in program evaluation and outcomes-based methodologies
- Excellent verbal and written communication skills
- Solid computer skills with experience using word processing and spreadsheet software
- Successful completion of Enhanced DBS Disclosure
- Ability to work some evenings and weekends

### Desirable

- Experience of working with young people aged 3 - 10 with Special Educational Needs
- Proficiency in digital media and production of interactive learning materials

**Application:**

Please submit a cover letter and CV as a single PDF with 'Little Bug Club Curator' in the subject line to: Sadie Young, Timespan's Director; [sadie@timespan.org.uk](mailto:sadie@timespan.org.uk)

- Your **cover letter** should outline what interests you about this opportunity and what you would bring to the role
- An up-to-date **CV** demonstrating relevant experience to date.

The deadline for applications is **Sunday 5th May**

[www.timespan.org.uk](http://www.timespan.org.uk)

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