

## Job Description

<b>Post Title:</b>	<b>Cultural Learning &amp; Participation Officer Level 3 Apprentice</b>
<b>Reports To:</b>	<b>Dr Sadia Habib, Our Shared Cultural Heritage Coordinator, Manchester Museum</b>
<b>Responsible for:</b>	<b>Planning and supporting youth activity for the Our Shared Cultural Heritage Project at Manchester Museum</b>
<b>Hours:</b>	<b>30 hrs per week</b> , 18-month contract <b>£9.50 per hour (UK Living Wage)</b> £1,256 monthly pay before deductions (tax, National Insurance) Annual salary is £14,820 (equivalent to £18,525 at 37.5 hours)

### Context:

Our Shared Cultural Heritage (OSCH) is a project which explores the shared cultures and histories of the UK and South Asia. We work with 11-25 year olds to experiment and create new ways for museums to become better places for young people to explore identity and connect with others.

The project runs until January 2023 and is led by British Council in partnership with Manchester Museum, Glasgow Life and UK Youth. It is funded by National Lottery Heritage Fund's [Kick the Dust Programme](#).

This role will help Manchester Museum deliver the OSCH project. Since May 2019 the project in Manchester has:

- set up a new youth collective who have led events, digital campaigns and are making big decisions about the Museum's new South Asia Gallery
- enabled young people to run a programme of events for the UK's first ever South Asian Heritage Month, running 6 online internships for 18-25 year olds
- run lots of different activities led by amazing young people; covering topics like family stories, food, representation, identity and colonialism. You can learn more about OSCH in Manchester on the [blog](#) and [Instagram](#).

The role will be delivered digitally whilst Manchester Museum is closed. If the Museum is able to safely open during the course of the apprenticeship, this role will be delivered face to face within Manchester Museum. Therefore we are looking for applicants who would be able to accept a role with regular face to face engagement in Manchester.

### As an apprentice you will:

- Work with Manchester Museum's Learning and Engagement team to support the delivery of the OSCH Project for 18 months
- Be assigned a mentor who will support and guide you throughout
- Have flexibility to identify and work on areas of interest
- Have 20% off-the-job independent study time to be able to record your experiences, reflections and achievements in a portfolio
- Study a curriculum developed by young people on the OSCH project
- Have flexibility with your hours, for example you could work your hours over three days or four days, and study on another day
- Have an opportunity to gain a level 2 Functional Skills qualification in English and Maths (if you do not have one)

### Activity you could work on:

- Social Action Projects - supporting other young people to lead projects about issues important to them and their communities
- Workshops with community and youth groups exploring stories, family/local history and topics like food, fashion, music, identity and more
- Making sure young people are involved in the development of Manchester Museum's brand-new South Asia Gallery and performance space
- Large scale social media campaigns to improve the heritage and youth sectors in the UK

### Key Tasks & Skills you'll develop:

**Project Coordination and Engagement:** Plan, organise and evaluate education and community engagement projects for the OSCH project at Manchester Museum. Producing engagement plans with clear targets and understanding audiences. Working across different art forms like music, theatre, performance, visual and writing.

**Communication:** Deliver digital content for OSCH using social media and digital platforms. Represent the museum locally, nationally and internationally. Provide content (written, image, posters, social media) and communicating through email and calls.

**Relationship Management:** Work with South Asian communities and young people to design and co-curate activities for OSCH.

**Project Admin:** Learn how process expense claims, risk assessments, budgets and gain fundraising skills. Learn how to meet regulations and legislation. Use IT systems and software.

**Problem Solving:** Be creative and hear the voices of people through planning activities like creative workshops, visits, talks, performances, festivals, events and digital campaigns.

**Team Working:** Work with teams across the Museum and OSCH partners including curators, events co-ordinators, communication staff, board members, project managers, panels and more.

**Young People:** To support the Our Shared Cultural Heritage (OSCH) young people's collective and South Asian communities. Learn how to run youth-led projects.

**Training:** Undertake the associated Apprenticeship qualification making sure that all targets are achieved. This may include attending off site training as needed and when safe. Gain a Level 3 qualification alongside all practical work experience.

This role could help you begin a career in museums, community, arts and cultural organisations. This type of work is key in organisations like galleries, museums, youth groups, theatres, music and dance companies, heritage sites, local authorities and community groups.

You will develop transferrable skills like project coordination, budgeting, relationship building, communications and team working which are looked for by employers across business, marketing/communications, project management, IT and education. You will have a dedicated mentor who will help you develop your interests and professional development throughout the role.

### **Person specification: Cultural Learning and Participation Officer**

This is what we'll be looking for in your application and in interviews:

#### **Essential Knowledge, Skills and Experience:**

- Clear interest in gaining knowledge, skills and experience in this role
- Clear interest in being involved in the OSCH project
- Knowledge and understanding of South Asian communities
- Good communication skills
- Computer literate
- Able to work in a team and with different people
- Able to manage work and your own time
- 18-25 years old
- Literary and numeracy skills to take on the duties of the role (able to read, write and edit text and basic maths skills)

#### **Desirable**

- Experience working with, or being part of community, cultural or education groups
- Experience making and sharing creative digital content / knowledge of various social media platforms