



## Brief: Freelance Early Years Facilitator – Minnows Explorers

### The Project

The National Maritime Museum Cornwall is delighted to be working in partnership with The Eden Project to offer a weekly session aimed at supporting grandparents who regularly look after their under-fives to play and learn together.

Following the success of their own Early Years programme, The Eden Project have received additional funding from Nesta and DCMS which will allow them to share their learning and experience with the Museum, aiding us to set up our own programme.

The Early Years Facilitator will work together with our Learning Team to develop, plan and deliver this pioneering new programme of activities designed to help grandparents who regularly look after their under-fives to play and learn together by exploring the Museum. The overall responsibility for the shape and management of the programme will ultimately rest with the NMMC Learning Team.

It is our intention to develop a weekly session which will be launched at the beginning of October 2019, and will run until mid-July 2020. This session will be delivered by the Early Years Facilitator with support from a team of volunteers.

### The Role

The successful freelance Early Years Facilitator will be required to:

- Contribute to the development and planning of high-quality weekly activity sessions and resources designed to engage a diverse intergenerational audience, working in consultation with the NMMC Learning Team
- Deliver the weekly session providing fun and enjoyable activities for under-fives and their grandparents
- Manage the on-day delivery, monitoring and evaluation of this programme
- Ensure that there are sufficient delivery materials for each session
- Engage with the grandparents and under-fives who attend these sessions, to ensure we are providing enjoyable experiences, activities and resources
- Ensure the volunteers are briefed on the session

## Qualifications and Experience

The successful freelance Early Years Facilitator will have:

- Ideally, an NVQ3 or NNEB qualification (or equivalent) in Early Years and Childcare; be at least NVQ 3 qualified
- Previous experience of working with children aged 18 months to 5 years of age
- An understanding of the Early Years Foundation Stage
- Ability to develop activities and resources which are fun and enjoyable for under-fives
- An engaging person who is able to interest, encourage and motivate children
- Passionate about working with children
- Ability to communicate and work effectively with a volunteer team
- Excellent people management and interpersonal skills
- A team player, who is able to work and communicate effectively
- An understanding of the importance of evaluation and the willingness to adapt and respond to feedback
- An awareness of health and safety and child protection issues as they relate to audiences in a museum setting
- Excellent verbal, written and presentation skills
- DBS certificate, or prepared to apply for one (cost will be covered by the Museum)
- Competent IT skills including, Word, Excel and Outlook

Desirable but not essential:

- Experience of coordinating and delivering Early Years activities within a museum/visitor attraction/heritage environment
- First Aid Qualification or the willingness to undergo training

## Application process

Freelance applicants should include the following in their submission:

- An up-to-date CV, along with a covering letter explaining why you would be the best candidate for this role
- Highlight any skills and experience which are relevant to this brief
- Examples of other freelance projects undertaken – two or three relevant examples, preferably delivering Early Years activities

## Accountability

Responsibility for this programme is being led by the Learning Team of the National Maritime Museum Cornwall with training and support provided by The Eden Project.

Key contacts will be:

Stuart Slade:	Head of Public Programming
Seth Hall:	Formal Learning Manager
Sophie Butcher:	Learning Officer

## Timetable

Closing date for applications:	Monday, 9 September 2019 at 9.00am
Interviews:	Thursday, 12 September 2019
First Minnows Explorers session:	Thursday, 10 October 2019
Project completed by:	Mid-July 2020

(Please note there will be a requirement to carry out some training and development days before the delivery of the first Minnows Explorers session at the beginning of October 2019)



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