

Kickstarter Job: **OSCH Project Support Assistant**
No of hours per week: 25
Work pattern: Monday to Friday between 08.00-18.00 (as agreed)
Reporting to: OSCH Project Coordinator
Hourly rate of pay: £9.50

Job Placement summary

Glasgow Museums OSCH Project Support Assistant

The post will provide administrative and event planning support for Glasgow Museums' programmes related to the Our Shared Cultural Heritage project. Assisting the curatorial team with planning for the facilitation of public consultation and events, dealing with customer queries, assisting with evaluation admin, and assisting with collating content for social media posts will be the main activities. The post holder will gain experience in events planning, administration including microsoft word and excel record keeping, key transferrable organisational and communication skills, whilst being part of a team focused on creating new ways for museums and young people to work together.

Our Shared Cultural Heritage is a British Council programme, partnering with Glasgow Museums and Manchester Museum. The project is exploring the shared cultures and histories of the UK and South Asia. OSCH is designed to amplify the voices of young people of South Asian descent aged 11-25 and their peers, with the aim of sharing histories and new experiences to explore belonging and identity together.

Tasks the successful candidate will undertake and skills enhanced or learned

Developing *communication skills* by interacting with visitors on the phone, by email and face to face.

Build on existing *computer skills* by inputting to, and maintaining tables and excel sheets.

Time management skills will be enhanced through effective diary management in accordance with project requirements.

Assisting with the planning of small and medium sized events. Attending and ensuring the smooth running of events will develop *events management skills*.

Develop *team working skills* by working as part of a dedicated team.

Collate content for social media posts, gaining corporate *social media experience*.

Essential skills, experience and qualifications

Excellent communicator: verbally over the phone or by video call; written; and face to face.

Familiar and confident using Microsoft Office packages, including Microsoft Office and Excel.

Demonstrated interest in events organisation

Demonstrated interest in Museums and the heritage sector.

Details of employability support

Glasgow Museums have an excellent reputation for hosting Traineeships, Apprenticeships and employability placements over the last 14 years.

Each Kickstart Employee will be embedded within a team, with a supervisor, and a work plan with defined employability outcomes.

Each Kickstart Employee has access to the company's GOLD training packages, and the overall programme is supported by the Volunteer and Placement Coordinator, who offers pastoral care.

Our aim is to ensure that the Kickstart Employee learns and grows in their time at Glasgow Museums, and will be able to confidently outline their new skills and experiences upon completion of their time with their team.

Each Kickstart employee will undertake Interview Skills Training, and work with a mentor to ensure they can confidently communicate their skills enhanced and learned during the placement to an application form and in interview.

There may be elements of home working as part of this post. The Kickstart Employee will be fully supported by Glasgow Museums staff when doing so.

MGS will provide an employment advisor to give 121 employability support throughout the placement

Glasgow Museums Resource Centre, 200 Woodhead Road, Glasgow, G53 7NN	Glasgow Museums Volunteer and Placement Coordinator MuseumsVolunteering@glasgowlife.org.uk	Email CV and cover letter to quoting Kickstarter job title	Closing date: as advised by DWP Job Centre contact. All applicants must be referred via the Job Centre.
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