



## Job Description: Freelance Facilitator

### Background to the Organisation:

The City Centre and New London Architecture's Learning programme aims to teach children about the built environment of London. To fulfil this aim the Learning programme utilises our scale models of London and our temporary exhibition programmes at both our centres.

We work with professional partners from across the property and development industries including New London Architecture's membership and the City of London Corporation.

The Learning programme aims to promote STEAM careers in the Property and Development industry to young people, working to combat the current skills shortage in the sector.

The programme will primarily focus on Key Stages 3, 4 and 5 with sessions tracked to the national curriculum with the potential to expand into further education.

The programme is not limited to working with schools but also includes events for families and young people, holiday clubs & self-guided resources.

### Role Summary:

We run formal and informal Learning sessions throughout the year. Freelance facilitators teach our sessions and help us to create content for our programme.

### Main Activities & Tasks:

- Teaching our sessions for school visits. We have a number of devised sessions designed to introduce children to Built Environment Careers. View full details on our website for the range of subjects and skills covered [www.thecitycentre.london/learning](http://www.thecitycentre.london/learning)
- Welcoming groups, helping to set up and clear away from sessions and prepare resources in advance.
- Devising content for new sessions including generating ideas, writing lesson plans and finding resources.

### Relevant Skills & Experience:

- You should have experience of teaching children ideally within an art, architecture or built environment setting and / or within a careers education charity or cultural organisation.
- The ability to teach one or more of the following: Model making, digital design (sketch-up and CAD), scale drawing, history of London, GCSE Geography fieldwork relating to London, Built Environment Careers Insight Days, Tours of London.
- You should enjoy working with children & young people helping them to learn about architecture and the built environment.
- Undergraduate degree in a relevant subject (Architecture, Art, Engineering, Museum Education, History, Art History, Design)

- While all necessary support and training will be provided we are looking for professional, friendly and well-presented people who are able to work independently taking their own initiative.

**Training & Support:**

- On your first day you will receive a welcome induction covering the basic health and safety, first aid and fire evacuation policies and procedures.
- Sessions will be planned with Lettie the Head of Learning or Hannah the Learning Co-ordinator. We will ensure you are fully briefed and provided with logistical support.
- You will also be asked to attend one of our child protection training sessions & complete a DBS check.

**Fee:**

We pay freelancers a set fee of £80 per half day and £160 per full day.

**Availability:**

School sessions happen Monday to Friday, sessions for young people happen on Saturdays, evenings, half-terms and holidays. Sessions become available on an ad hoc basis as and when schools book to visit. Other projects and one-off sessions (such as holiday workshops) may occur on different days. We will always try to ensure you are given at least 2 weeks' notice before a session.

**Entry Requirements:**

You will be asked to complete a DBS check.

You will be asked to provide two references.

**To Apply:**

Contact the Head of Learning Lettie Mckie [lettie.mckie@cityoflondon.gov.uk](mailto:lettie.mckie@cityoflondon.gov.uk) with your CV and a covering letter explaining how you meet the criteria and why you would like to apply for this role by 30<sup>th</sup> October Interviews will be held on Tuesday 6<sup>th</sup> November.