

Job Title: Learning and Community Facilitator

Reports to: Learning and Community Manager

Location: Seven Stories, The National Centre for Children's Books, Newcastle upon Tyne & Two Tales, Durham as appropriate

Contract Type: Full-time and part-time considered

Salary: £25,908.50 PA (FTE)

Purpose of the Role

The purpose of the Learning Facilitator role is to develop and deliver a wide range of creative and educational programmes for audiences of all ages and abilities, including schools, families, educators, and community groups. This post is integral to the Seven Stories learning team and contributes to our organisational mission to inspire a love of reading and storytelling by engaging participants through imaginative, interactive, and inclusive learning. The Learning Facilitator will help realise the educational potential of Seven Stories' diverse programme and resources, using our unique children's literature context and collections to deliver impactful, relevant and accessible learning experiences.

Main Duties and Responsibilities

1. Programme Development and Delivery

- a. Design, prepare and deliver formal and informal learning activities inspired by Seven Stories' collections, children's books and storytelling practices.
- b. Facilitate school workshops, creative sessions, and family and community events that promote creativity, literacy and critical thinking.
- c. Develop content for sessions that are rooted in Seven Stories' themes and programming, using inspiration from our heritage and contemporary story-based resources.

2. Partnership and Stakeholder Engagement

- a. Liaise with teachers, education professionals, community partners and cultural networks to plan and promote Seven Stories' learning activities.
- b. Support partnership projects and build relationships with regional and national educational and community stakeholders.
- c. Contribute to the co-design and delivery of continuing professional development (CPD) for teachers and education professionals.

3. Resource and Interpretation Development

- a. Research, prepare and produce high-quality learning materials, activity packs, online content, and interpretation for sessions and exhibitions.
- b. Support the creation of digital resources for remote learning and blended delivery.

4. Collection-Inspired Learning

- a. Use Seven Stories' collections and thematic resources as a foundation to stimulate learning, creativity, and critical engagement.
- b. Ensure educational activities support access to and interpretation of key themes from children's literature history and contemporary practice, while maintaining care for original resources when used.

5. Monitoring, Evaluation, and Reporting

- a. Evaluate sessions using appropriate tools and contribute to ongoing development through feedback and reflection.
- b. Assist with data collection, case study creation, and reports that demonstrate the reach and impact of learning activities.
- c. Support promotional and advocacy efforts by contributing to presentations and showcasing programme outcomes when required.

6. Operational and Administrative Support

- a. Maintain accurate records of workshop delivery, participant engagement, and logistical planning.
- b. Ensure appropriate care and management of learning materials and education spaces.

- c. Assist in the preparation and delivery of cross-team initiatives, including festivals, special events, and audience development programmes.
- d. Contribute to the development and delivery of programmes that support income generation and ensure the long-term financial sustainability of Seven Stories' learning activities.

7. Collaboration and Team Working

- a. Work closely with colleagues across Seven Stories in programming, collections, and operational teams.
- b. Attend regular team meetings and contribute to collaborative planning, especially regarding seasonal and thematic content.
- c. Support freelance staff, volunteers and casual workers involved in learning delivery where required.

8. Inclusion, Safeguarding, and Wellbeing

- a. Promote and implement Seven Stories' equality, diversity, and safeguarding policies in all areas of work.
- b. Contribute to creating a safe, inclusive, and welcoming environment for all learners and staff.

Person Specification

Essential Criteria:

- Proven experience of working with children or young people in an educational, cultural, or creative context.
- Confident in leading group activities, including storytelling, drama, or workshop delivery.
- Knowledge of and interest in children's literature, literacy, and creative learning approaches.
- Strong organisational and planning skills, with the ability to manage time and priorities.

- Excellent interpersonal skills, with the ability to communicate and adapt effectively for a range of audiences.
- A commitment to inclusion, safeguarding, and the values of Seven Stories.

Desirable Criteria:

- Experience in developing curriculum-linked or community learning resources.
- Experience in Early Years provision and/or community outreach work.
- Skills in one or more of the following: performance, visual arts, creative writing, digital storytelling.
- Awareness of education policy or learning frameworks relevant to schools and informal education settings.
- Experience working in a museum, gallery, or literature-focused organisation.
- Full UK driving license.