



## Workshop Assistant - Schools

*Black Cultural Archives is a national institution dedicated to collecting, preserving and celebrating the histories of diverse people of African and Caribbean descent in Britain. Using our unique collection, we will promote the teaching, learning and understanding of the African peoples' contribution, which will enable the public to learn and connect with hidden histories, creating an experience to uplift and inspire.*

Black Cultural Archives requires volunteers to conduct hands-on activities for early years, primary and secondary school groups in our Learning Space. Workshop Assistants should possess good communication skills and be able to build rapport with children and young people.

### Tasks

- Support staff, freelance educators and artists with sessions and activities
- Help with research for new projects
- Greet visitors when they arrive for events and activities
- Prepare learning space for activity and distribute materials for activities
- Deliver introduction and instructions to learners
- Monitor progress of activity, support completion of activity
- Ensure evaluation and/or monitoring forms are completed
- Return materials and tidy Learning Space after activity

### Skills

- Excellent communication and interpersonal skills
- Basic numeracy and computer literate
- Ability to memorise, synthesise, and convey detailed information about learning activity
- Willingness to constructively engage with challenging topics, such as race, racism, identity, and cultural politics, as they relate to learning activity

In return for contributing time, effort, and skills as a Workshop Assistant, volunteers will receive the following:

### Support:

- Training and induction
- Supervision and guidance from BCA staff, including quarterly progress meetings
- Volunteer meetings
- Volunteer policies and procedures that ensure a fair and equitable experience

### Benefits:

- Specialised training in learning techniques

- Opportunities to work with archive professionals, school groups, prominent people, and a variety of general visitors
- Learn new skills and increase abilities
- Reimbursement of approved expenses

Volunteers are expected to dedicate no less than four hours per month for a minimum of one year. BCA puts considerable resources into training and inducting volunteers, and while volunteers are free to leave at any point we hope that you are able meet our expected time commitment.

**Black Cultural Archives is committed to safeguarding the welfare of children and young people and requires all staff and volunteers to share this commitment. As part of our safer recruitment processes a DBS check will be required for this post.**