

## Contract Story Builder

### *Job Description*

#### **About Discover**

Discover Children's Story Centre is the UK's first hands-on, interactive storytelling centre for children. As a creative venue rooted in the borough of Newham, our work incorporates literature, immersive play, theatre and storytelling for children ages 0-11 years, their families, carers, and teachers. Discover is a registered charity and all proceeds go directly into delivering high quality innovative work.

#### **Overview:**

Story Builders deliver the creative and learning experiences for visitors to Discover. Whilst they are a member of the Operations team, the management of content & performance delivery is a shared responsibility between the Community & Education and Events teams.

They will work with families, schools, and pre-school and community groups during their visits to Discover and at external events. The role includes facilitating the creative learning experience and activities of these groups and public visits for a range of audiences and ages. Story Builders may specialise in delivering specific elements of Discover's work, or working with specific audiences, as part of their development. General and detailed training will be provided for all Story Builders.

This Contract Story Builder role focuses primarily on family delivery within the centre, across the various sessions, exhibitions, and opportunities on offer.

#### **Responsible to:**

- Head of Learning (development, training, performance monitoring and appraisals)
- Head of Operations (day-to-day basis)
- Liaise with Duty Manager, Visitor Services Supervisors and Creative Events team

#### **Specific Responsibilities:**

##### ***Main duties***

- Facilitating and encouraging the imaginative play of all visitors to Discover through creative use of our settings, characters, story starters and games. This is to stimulate the enjoyment of words, stories and reading.
- Facilitating family sessions and visits from community groups and play schemes.
- Delivering creative activities and storytelling sessions, both internally at Discover every day, and occasionally at external venues.
- Encouraging adults to be involved and engaged with their children's play.
- Preparing and delivering sessions and events in line with the learning and creative objectives, in an appropriate manner to meet the standards described in the training.
- Creating a warm and inviting welcome to visitors and imparting information as required.

- Facilitating a range of interactive, creative sessions with pre-school and primary-aged school classes.
- Supporting other Story Builders, Visitor Service staff and the Operations team in the smooth-running of the visitor experience.

### **General**

- Ensuring the Story Worlds, 0-3's Story Spaces, Exhibition and Story Garden are set and maintained and presented to a high standard throughout the day. This will include cleaning and ensuring material supplies are maintained as required.
- Supporting the team throughout the day cleaning spaces as per the Discover Covid-19 cleaning procedures. This takes place between visitor sessions and at the end of the day. Appropriate PPE (masks, gloves, sanitiser) will be provided.
- Maintaining awareness of all Health, Safety and Security issues, and resolving these when required.
- Assisting with the research, development and implementation of new programmes when required with the Community & Education and Creative Events teams.
- Responding to all visitor enquiries in a helpful and informative manner.
- Assisting the work of other Discover staff when appropriate.
- Supporting and promoting the work of Discover through other reasonable tasks and activities, as required.
- Meeting a set of creative play and facilitation objectives laid out by the Head of Learning.
- Promoting and safeguarding the welfare of children, and young and vulnerable people.

### **Contract Terms:**

- **Contract:** permanent, 2-days per week
- **Fixed Days:** Two weekend days (Sat or Sun) or one weekend day and one weekday (Mon-Fri) - to be negotiated.
- **Pay:** £22,076.60 (pro rata £8,830.64 for 2 days per week), per annum)
- **Holidays:** 6.5 paid holiday days (this is pro rata allocation for 6 months at 2 days per week)
- **Hours:** 9.30am - 5.30pm

Our contract staff are also able to pick up additional, casual shifts when available.

### **Person Specification**

The successful candidate will have the following:

#### **Essential**

- Have experience of working with children 0-11.
- Have experience of facilitating creative or arts-based play with children and their families.
- Have performance experience.
- Be flexible and adaptable, with an ability to be proactive and demonstrate initiative.
- Have excellent interpersonal skills and the ability to engage professionally with a range of people.
- Have good verbal and written skills.

- Have good organisational skills.
- Have the ability to keep calm under pressure.
- Be available during public holidays and weekends.
- Be committed to promoting equal opportunities.

### **Desirable**

- Have an active interest in Early Years and Primary learning and a commitment to the creative development of children.
- Have an awareness of different learning abilities and styles.
- Have some experience storytelling for and engaging children with Special Educational Needs.
- Be able to take initiative.

### **To apply:**

Discover values diversity and is an equal opportunities employer.

Please email your CV, a completed Equality and Diversity Monitoring Form, and a brief cover letter outlining how you meet the job criteria to [education@discover.org.uk](mailto:education@discover.org.uk) by the deadline 9am Friday 20 May.

Successful applicants will be invited to an interview shortly after the deadline.

**Please note that we are looking for someone with immediate availability.**