



## RECRUITMENT INFORMATION

Thank you for expressing an interest in working at the National Gallery.

The enclosed papers provide further information about the Gallery, and the department and job for which you are applying. We hope you will find them useful when completing your application.

For further information about the National Gallery, log onto our website:  
*[www.nationalgallery.org.uk](http://www.nationalgallery.org.uk)*

Remember that entrance to the Gallery is free, so do come and visit.

This pack contains: -

- Information about the Gallery as a place to work
- Information about the department
- Job description and Person specification
- Contractual and non-contractual terms and conditions of employment
- Information about Training and Development
- Guidance notes about completing the application form
- Application form
- Equal opportunities monitoring form
- Guarantee Interview Form

Human Resources Department



## **A PLACE TO WORK**

The National Gallery houses a world famous collection of Western European painting, from around 1260 to 1900, that belongs to the nation. The building itself is listed, and is instantly recognisable as a major London landmark. Approximately 5 million visitors from around the world visit us every year.

For those who are interested in coming here to work, there is more to learn about the National Gallery.

Visitors are familiar with our security staff who are present in every room in order to protect the pictures and also provide help and advice to the public. However there are more than 600 employees altogether and behind the scenes there are many departments, covering a wide variety of functions from curators, scientists, art handlers and picture and frame conservators to education, exhibition and design experts.

Our visitors come from many different backgrounds and we think the Gallery can only benefit from having staff who are equally diverse. We work hard to recognise, support and develop our staff and believe that everyone who works here should be treated with the same level of respect regardless of their background. We are genuinely committed to equality of opportunity and encourage applications from all sections of the community.

All staff are based in central London. Some are located in the Gallery itself on the north side of Trafalgar Square; others work in refurbished open-plan offices in a modern block behind the Gallery's Sainsbury Wing.

Being in the heart of London provides the perfect opportunity to explore other central London museums and galleries, along with attractions such as major shops, parks, theatres, restaurants and cinemas, and the river Thames.

The Gallery itself is not just a static display of paintings; there is a wide variety of events including temporary exhibitions, lectures, guided tours, films and programmes for schools.

The National Gallery is a vibrant place to visit and a stimulating place to work. Please do refer to our website to find out more:

<http://www.nationalgallery.org.uk/>

## INFORMATION ABOUT THE DEPARTMENT

National Gallery Education provides both formal and informal learning for all ages, from pre-school to adult. A large part of the programme is concerned with talks for schools, and around 80,000 students have talks in the galleries closely linked to National Curriculum topics. An extensive programme of continuing professional development for both primary and secondary teachers is offered, including days for entire school staffs. The 'Take One Picture' project, working with primary schools, is now in its fifteenth year, and more schools than ever submit work for consideration for the annual exhibition, held in the Gallery's Room 1 space. We work with Initial Teacher Training programmes both in London and elsewhere, offering students a week's placement in the Gallery. This work is funded by Strategic Commissioning money and will be continued in the coming year.

Adults from first-time visitors to scholars are offered a programme ranging from free lunchtime lectures, ten minute talks, and daily guided tours to evening lectures of a more specialist nature, study days and mornings, and a wide-ranging selection of short courses and workshops. In addition, there are colloquia and conferences for scholars.

A regular part of the programme is intended for visitors with disabilities, and includes talks interpreted in British sign language, followed by discussion groups, and 'Art through Words', sessions for blind or visually impaired visitors. Family provision includes regular weekend talks and workshop sessions, and special workshop-based activities on holidays and half-terms. Preschool children are offered storytelling on the 'magic carpet'. Workshops for teenagers, aged 12 – 14, and 15 – 17, are offered on holidays and half-terms, led by contemporary artists.

Outreach projects include work with hospital schools, and a women's prison. 'Line of Vision', a project working with Social Services departments and children in care, offers young people a chance to engage with the collection in a variety of ways. The department also works with a number of adult homeless groups. The department works extensively with contemporary artists and students. The 'Transcriptions' project, working with fine art students in a number of London art schools and colleges, has recently been extended to filmmaking and animation students from the London School of Filmmaking and Central Saint Martins. Recent work with dance groups culminated in a youth arts party linked to FYA (Festival for Youth Arts). The department is responsible for the 'Associate Artist' project, where a contemporary artist spends some two years in a studio in the Gallery, and exhibits the work produced in the Sunley Room. The most recent Associate Artist was Alison Watt.

The department consists of twelve full-time staff. Four of the staff are administrative. They run a very busy office, dealing with a high volume of telephone bookings for schools and courses. There is also a team of about 45 freelance lecturers, who deliver much of the schools' programme.

The department's structure: the Head of Education is responsible for all aspects of the programme. The Head of Schools takes responsibility for young peoples' learning. All the education officers teach across the range of the collection, and in a variety of ways – from offering short courses to delivering ten-minute talks, and all are expected to be very familiar with the whole collection.

The department regularly reviews its objectives and adds to the programme. Current objectives are to develop work with preschool children, in addition to the 'magic carpet' talks; and to develop work with the elderly. We are currently investigating funding streams for both these areas.

## **JOB DESCRIPTION**

### **ROLE SUMMARY AND KEY RESPONSIBILITIES**

To devise, publicise and co-ordinate events, activities and learning resources for people with disabilities and specific access requirements and to work with targeted groups on specific projects.

### **MAIN TASKS AND ACTIVITIES**

- To devise and publicise events for people with disabilities and specific access requirements
- To publicise and promote these events
- Create appropriate educational opportunities to enable groups and individuals with different disabilities and access needs, to use the Gallery effectively
- Collaborate with external agencies in the provision of programmes and resources for specific groups e.g. deaf people, people with learning difficulties, mental health groups
- Work with Line Manager and Head of Education and other Gallery departments on accessing external funding for specified projects
- Work with colleagues to promote and increase the number of activities that widen participation for all ages
- Represent the Education Department on the Gallery's Access Group
- Liaise with other Gallery departments on all aspects of physical access and training for both visitors and staff
- Contribute to Gallery and exhibition planning in relation to physical and intellectual access
- Contribute to ensuring the Gallery is complying with the Disability Discrimination Act (DDA) and other relevant legislation for visitors and employees
- Liaise with other Gallery departments to maximise DDA compliance and best practice
- To contribute to the Education Department's rolling programme of short talks to the general public

### ***ORGANISATIONAL ROLE***

The postholder will report to the Adult Learning Officer.

## PERSON SPECIFICATION

### EXPERIENCE

#### Essential:

- Experience of working with a wide range of disabled groups

#### Desirable:

- Experience of events organisation
- Experience of delivering short talks in a Museum or Gallery environment

### KNOWLEDGE

#### Essential:

- Conversant with Access issues, including legal requirements and a knowledge of the Disability Discrimination Act.
- A good knowledge of the history of western art
- Knowledge of Word, PowerPoint, Excel, Outlook

#### Desirable:

- An understanding of how to obtain external funding from relevant organisations

### SKILLS AND ABILITIES

#### Planning and Delivery

##### Essential:

- Time management skills
- Ability to prioritise workload
- Ability to work with the minimum of supervision

#### Problem Solving and Decision Making

##### Essential:

- Ability to deal with a high level of demand from Access groups
- Ability to tailor visits to the needs of visitors from different backgrounds and with a variety of disabilities

## **Communications and Influencing**

### **Essential:**

- Good communication skills, both written and oral
- Ability to be diplomatic and tactful
- Ability to be sensitive to the needs of visitors from different backgrounds and with a variety of disabilities
- Ability to persuade and put a case across in a variety of situations

## ***Teamwork and Personal Impact***

### **Essential:**

- Ability to interact with a wide range of visitors, internal and external colleagues

## **OTHER CONSIDERATIONS**

The post will include occasionally working at weekends.



## **SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT**

**Access Officer – Band 6 – Job Ref. EDUC/19/01**

**Fixed term appointment for 10 months only, to allow flexibility in staffing the Gallery, during the current economic climate.**

### **Salary**

This post is on the Gallery's Band 6. Salary is £24,619 – £29,940pa (pro rata).

### **Pay Review**

Gallery pay bands have a minimum and maximum only and there is no guaranteed progression through pay bands. Pay increases including progression through pay bands are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

### **Hours**

The basic hours are 14 a week, excluding all breaks including lunch. These hours are normally worked over a 2 day week.

### **Leave**

The annual leave allowance is 26½ days with pay, pro rata. In addition there are 9 days public and privilege holidays per year, pro rata

### **Probation**

The probationary period is 3 months.

### **Pension**

The Gallery (through the Civil Service pension arrangements) offers a choice of pension provision, giving you the flexibility to choose the pension that suits you best. Broadly the contribution rate for most new starters is 3.5% and the scheme provides a pension in line with the retail prices index and benefits in the event of ill health retirement and death.

### **Smoking**

Smoking is strictly prohibited in all parts of the National Gallery. However, in order to meet the needs of smokers, the Gallery had decided to exercise discretion to provide two designated smoking areas outside the main Gallery buildings.

## Security Screening

The appointment is subject to the Security Screening, which includes the verification of identity, employment history for the past 3 years, immigration status and criminal records. If appointed you will be subject to periodic re-screening of criminal records every 5 years.

The information above is a summary only of the contractual terms and conditions that will apply to the person appointed. The summary does not represent a contractual commitment and, if there is any variation between it and the contract offered on appointment, the contract will apply.

## **NON-CONTRACTUAL TERMS, CONDITIONS AND OTHER FACILITIES**

Our staff café offers a range of subsidised hot and cold meals and snacks.

Staff discount of 25% on all products bought from the Gallery's shops, and on food and drinks in our public self service Café, Espresso Bar and Restaurant. Additionally, a higher discount of 50% is available on hot drinks in the self service Café and the Espresso Bar.

Free admission to our charging exhibitions and 4 complimentary guest tickets to our charging exhibitions.

Use of our library, which is not open to the general public.

Free entry or a concession at a number of museums and galleries.

Free occasional staff lectures (normally held between 9.00 – 10.00 am), which cover aspects of the Collection, temporary exhibitions and other topical subjects.

Season ticket loans - with the exception of staff on casual contracts, all staff with at least two months' service, are eligible to apply for an interest-free loan to buy a season ticket for their journey between home and work.

An employee assistance programme (EAP) providing confidential advice and support is available for all staff, and their immediate families. This service is free of charge.

Staff are able to join the Benenden Healthcare Society that works alongside the NHS and provides private medical insurance, and the HSA which is a benefit scheme that helps pay towards a variety of professional healthcare costs such as optical, dental, physiotherapy, osteopathy and hospital stays.

Staff can benefit from a 30% discount on the usual BUPACare prices

Childcare vouchers - staff who are parents can join a salary sacrifice scheme, which enables them to sacrifice a proportion of their salary each month (up to a maximum of £243 per month) in order to purchase childcare vouchers.

Vouchers are exempt from Tax and National Insurance and therefore represent a saving for employees.

Cycle To Work Scheme - staff who are over 18 years old, have successfully completed their probation period and have a contract which will run for more than 12 months from the date of implementation, can sign up to a salary sacrifice scheme which enables them to give up a proportion of their salary each month in order to hire a bicycle from the Gallery. The loan is exempt from Tax and National Insurance and therefore represents a saving for employees. At the end of the loan period, staff will have the opportunity to buy the bike for the fair market value.

## TRAINING AND DEVELOPMENT

All employees make a vital contribution to the achievement of the important and challenging aims and objectives the National Gallery has set itself. The Gallery's training and development policy is based on our aim to help you to continue to consolidate and develop further the skills and knowledge you need in order to do your job and make that important contribution to our work.

The Gallery's Training & Development Manager encourages everyone to work with their line manager to identify their professional and personal development needs, planning for the future as well as making sure you've got the skills to carry out your present duties. Together we can then look for the best way to help meet those needs.

Although going on a short course is sometimes the most appropriate thing to do, there are many other types of training and development. Sometimes receiving some coaching 'on the job' is appropriate, or perhaps carrying out some research independently.

Whether or not you attend a course, the training you receive is just the starting point of gaining and developing new skills; it's when you come back to the work place and try to apply what you have learnt that the learning really begins. We encourage staff to see their development as an ongoing process and not just a series of one-off events.

Typical examples of staff development include:

- Involvement in Induction events, to give new staff some Gallery-wide knowledge and understanding of the organisation as a whole;
- Development of IT competence, both in a group and a one-to-one basis;
- Attendance at work-related conferences and seminars;
- Development of knowledge about general organisational issues such as health and safety and fire awareness;
- Financial support to gain a necessary professional qualification.
- Participation in the Gallery's Management Development Programme.

We ask for feedback from you after every training event so we can see whether you got from it what you needed. And your line manager will keep your development under review, both through your annual Performance Review and Development process and through the quarterly reviews during your period of probation.

Though we cannot do the learning for you, we are determined to help you do so while you're here.

## COMPLETING YOUR APPLICATION FORM

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the position. Please ensure that the information provided is reliable, accurate and true.

The application is available in a PDF format for completion on paper, or Word format, if you would prefer to type your application.

We do not accept applications via email.

If you have any questions on the information you should provide please contact the Human Resources Department. However, here is some guidance concerning sections of the application form which we hope will be of assistance:

### **Employment History** (part 4 of the application form)

Due to the value of our collection the Gallery undertakes extensive pre employment screening. As part of our security screening process we need to account for all of your time over the past 3 years. Therefore you are required to provide contact details of employers and others who are able to verify the information you have provided. However we are interested in all of your relevant work experience so please provide us with your career history.

### **Supporting Information** (part 8 of the application form)

In this section you should provide any information that supports your application. By using the person specification, it would be helpful if you could outline how your skills, knowledge and experience match the requirements of the post.

### **Declaration** (part 10 of the application form)

In order for your application to be considered, we ask that you agree to the declaration statement and sign it.

Before returning your form to us, please check that you have:

- Ensured the job title and job reference number are shown on the front of the form
- Completed the Equal Opportunities Form
- Completed the Guaranteed Interview Form (if applicable)

## **Acknowledgement**

If you wish us to acknowledge receipt of your application form, please include a stamped, self-addressed postcard.

All candidates will be notified of the outcome of their application by post.

## OUR RECRUITMENT PROCESS

### Application

- The closing date for this post is 6.00pm on 27<sup>th</sup> November 2009.
- Please send your completed application quoting job ref. EDUC/19/01 to Recruitment, Human Resources Department, The National Gallery, Trafalgar Square, London WC2N 5DN

We prefer applications to be sent by mail but if you do deliver your application by hand, please write clearly on the envelope the job title, the job reference number and the date on which you are delivering it.

### Shortlisting

After the closing date all applications will be reviewed. Please note that it is not our practise to provide feedback to unsuccessful applicants at this stage.

### Interview

The interviews will take place in the week commencing 7<sup>th</sup> December 2009. Shortlisted candidates will be interviewed by a panel which may normally include a representative from the HR department. The recruiting manager will also always sit on the panel. If you are shortlisted you will be notified of the panel members in the letter inviting you to interview. All candidates who have been invited for the interview will receive a letter notifying them of the outcome.

### Pre employment Screening

Due to the value of our collection the Gallery undertakes extensive pre-employment screening. Offers of employment are subject to pre-employment screening which includes security screening, health screening and references. Security screening requires verification of identity, employment history for the past 3 years, immigration status and a criminal record check. Because this process normally takes a month or more and Gallery Assistants are key operational staff, we collect the information required for those invited to interview.

### If you are successful

Following the selection process, successful candidates will be contacted and a conditional offer of employment will be made. Before any offer of appointment can be confirmed and start dates agreed, we must first complete the Security Screening, health checks and reference checks. We will request your signed consent before approaching any third parties for further information.