**JOB DESCRIPTION**

**Learning Assistant – Mary Seacole**

| | |
|---|---|
| **Department** | Collections, Programmes and Learning |
| **Position type** | Permanent, part time (22.5 hours over three days) worked flexibly, with weekend working reasonably needed outside of term time. |
| **Responsible to** | Learning and Access Manager |
| **Responsible for** | Volunteers as required. |
| **Salary** | £15,659 per annum (£25,750 full FTE) |
| **Location** | Thackray Museum of Medicine, Leeds LS9 7LN |
| **Application Deadline** | 9am, Monday **7th December 2026** |

---

## THACKRAY MUSEUM OF MEDICINE

Thackray is a welcoming, safe space where we share our unique collection to help shape a better tomorrow. We empower people to understand their own healthcare choices and inspire future generations of changemakers by platforming told and untold stories of medicine and society. By embracing and representing our community, people will see themselves and better understand each other.

Situated in the bustle of a lively East Leeds inner-city community, and adjacent to St James's Hospital – Europe's largest teaching hospital – the Museum showcases innovation and collaboration in medical endeavour through its collection of 81,000 accessioned objects, books, catalogues and archives, covering all aspects of the history of medicine.

Welcoming 70,000 visitors through the year, the Museum's exhibitions and programmes are built on the foundation of democratising the collection and co-curating with our community. Medicine touches the lives of all humankind, and the museum uses its collection as a focal point to share stories of people from all parts of society, past and present.

## THE ROLE

The Learning Assistant will help deliver and develop our learning programme for visitors of all ages. In addition, you will deliver our costumed learning session on **Mary Seacole**.

You can find out more about our Mary Seacole workshop here:
https://thackraymuseum.co.uk/learn/schools-workshops/mary-seacole-workshop/

You will deliver formal learning sessions to primary and secondary school groups. You'll be a key member of the Learning Delivery Team that engages visitors with the story of medicine through delivering science shows, craft activities and guided play sessions. Whatever their age, you'll be there to help people learn through facilitating activities for under-fives to hosting talks and tours for adults.

You will help grow and improve our learning programme. Using our audience profiles and the lessons you learn from evaluation, you will help develop our learning programme to make it at as relevant and fun as possible. You will also help us to reflect the diversity of the people of Leeds through sharing more of their stories. This will include formal learning sessions, holiday activities, talks and tours and under-fives content.

To be successful in this role, you will need to be able to **authentically play the role of Mary Seacole, a Jamaican born Black woman.** You will need to have the confidence and creativity to act in front of a class of children. You will also have a passion for working with young people and an appreciation of the challenges that sometimes brings.

Don't worry if you've never worked in a museum before. **If you meet the essential criteria, you're eligible to be considered for an interview.**

Leeds is a city with a population that is becoming more ethnically diverse. 21% of the population identifies as being Asian, Black, Mixed/Multiple or from other non-White ethic groups. We're committed to making the museum better represent the people around us, and as such we particularly welcome applications from individuals from **Black, Black African, Black Caribbean** or **Black British** backgrounds.

## ABOUT YOU

This would be the perfect role for someone seeking to start or develop their career in museums. We are interested in transferable skills from outside the sector such as education, theatre or the arts. If that's you, we'd love to hear from you. We'll provide all the one-to-one support, training and mentoring that you need to make your role a success.

## KEY RESPONSIBILITIES

### Delivering our Learning programme

- Deliver the museum's programme of formal learning sessions to school and education providers both onsite and offsite. This will include costumed delivery dressed as **Mary Seacole**.
- Deliver the museum's holiday programme including science and history shows, craft and play activities.
- Deliver under five story sessions.
- Deliver tours and object handling sessions.

**Support the development of our Learning programme**

- Assist the Schools Programme Officer with the development of new and existing formal learning sessions.
- Assist the Lifelong Learning Officer with the development of our programme of holiday activities.
- Assist the Lifelong Learning Officer with the development of offer for under-fives.
- Assist the Lifelong Learning Officer and Collections Officer with the development of tours and object handling sessions.
- Assist the Schools Programmes Officer and Lifelong Learning Officer with the evaluation of our Learning Programme.

**Support with the marketing and promotion of our Learning programme**

- Assist with the creation of marketing content for the promotion of our learning programme.

**General**

- Supervise volunteers as required.

**Other Responsibilities**

A commitment to equality, diversity and inclusion; and health and safety.

Actively contribute to the successful achievement of departmental and charity-wide goals.

Adhere to all Thackray Museum of Medicine policies and procedures.

Be passionate about protecting the longevity and reputation of the Thackray Museum of Medicine.

Carry out any other duties as reasonably requested including late-night and weekend working, commensurate with the general level of responsibility within the organisation.

**Benefits and Conditions**

- 25 days annual leave entitlement plus 8 statutory holidays (pro rata).
- Normal working hours are 37 hours per week (pro rata).
- Evening and weekend working required as reasonably requested.
- Enhanced DBS check required.

Other terms and conditions in line with the Thackray Museum of Medicine standard Contract of Employment.

**PERSON SPECIFICATION**

**You will definitely have (ESSENTIAL criteria)**

- Ability to authentically play the part of **Mary Seacole**
- Experience working with young people.

- Experience of leading learning sessions.
- Experience of researching history, science or art subjects.

**It would be a bonus if you have (DESIRABLE criteria)**

- Worked or volunteered in a museum, historic house or art gallery
- Delivered tours
- Worked with volunteers
- Worked to increase diversity or anti-racism

## HOW TO APPLY

We want to make the application process as easy and as open as possible.

Applications can be made by providing a CV and supporting statement of up to 1,000 words. You also have the option for your supporting statement to be in an audio-only format, up to eight minutes maximum.

Your supporting statement should tell us how you meet the person specification above. Please include examples so that we get a really good idea of your experience.

Your CV should provide a summary of your employment history, including your current or most recent employer. In addition, please include two references. Your CV should be no more than two pages long.

Please send your letter, audio or video along with your CV to **recruitment@thackraymuseum.org**.

Interviews will be held on **Wednesday 13th January**

## USING AI

The museum recognises that using AI is becoming part of everyday life for many people. You are welcome to use AI to help you research and organise your ideas, but we ask that you write the application yourself.

We have tried to make this application as simple and accessible as possible, and we are not expecting you to spend more than a few hours writing or recording it.

## QUESTIONS?

If you have any questions about this application form or would like an informal chat about the role, please contact recruitment@thackraymuseum.org