



## Job Vacancies List No 16

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**Community Sport Hub Co-ordinator**

**£27,500 - £30,902 ANG03937**

Help us change lives in Angus by inspiring Healthy, Active and Creative lifestyle choices.

Our business is everything to do with people and that's why our staff are so important to our success.

As Community Sport Hub Co-ordinator, you are responsible for working with local community clubs/groups and other organisations to use sport hubs as a means of improving the health and well-being of people within local communities, contributing to community safety initiatives, reducing inequalities and improving lifestyle opportunities.

You will also work collaboratively with colleagues across all ANGUSalive service areas and business units to provide the best customer experience for local communities as well as visitors to Angus, deliver innovative services and further our charitable objectives.

To do well in this role you will be able to demonstrate our key behaviours in customer service excellence, continuous improvement, engaged workforce, innovative services and leadership.

A friendly outgoing personality and the ability to use your initiative are essential. You will bring skills, knowledge and experience of implementing sport and physical activity programmes, engaging with community groups to understand local need and the ability to work in partnership with various agencies in collating and gathering data to support the development of sport and physical activity opportunities for customers of all ages.

Are you adaptable and resilient, innovative and enthusiastic, ambitious and high performing, customer and results focused, hardworking and willing to learn. This could be the job for you to make a difference to your local community.

You'll find working with our customers, colleagues and partners is interesting and varied as well as providing an exciting opportunity for you to help shape the future of countryside services in Angus. What's more, ANGUSalive offers our employees an excellent rewards package which includes a generous holiday allowance, 17% employer pension contributions and free bACTIVE membership.

If you can commit to working with us for the people of Angus and are interested in joining the team to become an ambassador for ANGUSalive we'd love to hear from you.

Based at ANGUSalive sites and community locations as applicable with your nominated base at Forfar Library, 50-56 West High Street, Forfar, Angus, DD8 1BA.

Our organisation also supports homeworking to provide a flexible working option for employees to work from home and other permitted locations.

You must have the ability to become a member of the PVG Scheme and you may be required to meet the costs.

Please refer to the job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 5 August 2022**

**Archives & Local History Research Advisor**

**£10,398 - £10,849 ANG03948**

Based at Angus Archives, Hunter Library, Restenneth, by Forfar, working 18 hours per week

This job is temporary for 23 months from the date of appointment

You will work as an Archives & Local History Research Advisor. Your shift rota will include working Thursday to Saturday, 10am to 4pm.

Our business is everything to do with people and that's why our staff are so important to our success.

To do well in this role you will be able to demonstrate our key behaviours in customer service excellence, continuous improvement, engaged workforce, and innovative service.

You will need to hold an SCQF level 5 or above in Skills & Sources for Family & Local History in Scotland or a related subject. Experience of family and local history research and working with local history and archive collections is essential.

A friendly outgoing personality, the ability to work on your own initiative, work as part of a team and experience of working with the public in a customer-focussed environment are essential.

Are you adaptable and resilient, innovative and enthusiastic, ambitious and high performing, customer and results focused, hardworking and willing to learn? This could be the job for you to make a difference to your local community.

You'll find working with our customers is interesting and varied with never a dull moment. What's more, ANGUSalive offers a rewards package with generous holiday allowance, pension and discounted membership across all of our facilities.

If you can commit to working with us for the people of Angus and are interested in joining the team to become an ambassador for ANGUSalive we'd love to hear from you.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 5 August 2022**

**Visitor Advisor (Supply)**

**£9.78 + 13.99% per hour ANG03936**

Help us change lives in Angus by inspiring Healthy, Active and Creative lifestyle choices.

ANGUSalive offers residents and visitors to Angus a wealth of services which are ‘changing lives by inspiring healthy, active and creative lifestyle choices’ through engagement with our sports centres, country parks, theatres and venues, museums, galleries, archives and libraries.

ANGUSalive museums and galleries are home to a fascinating collection of museum objects and artworks, and as a Visitor Advisor you will be the friendly and enthusiastic public face of ANGUSalive.

Our business is everything to do with people and that's why our staff are so important to our success.

By taking on the role of Visitor Advisor you will work collaboratively with colleagues across all ANGUSalive service areas and business units to provide the best customer experience for local communities as well as visitors to Angus, deliver innovative services and further our charitable objectives.

To do well in this role you will be able to demonstrate our key behaviours in customer service excellence, continuous improvement, innovative service and engaged workforce.

Enthusiasm for the museums, galleries and archives collection and experience of working with the public in a customer focussed environment is essential. This is a supply post and requires the ability to be flexible in working arrangements regarding hours and location, working in museums, galleries and archives in Angus.

If you can commit to working with us for the people of Angus and are interested in joining the team to become an ambassador for ANGUSalive we'd love to hear from you.

Working in ANGUSalive Museums & Galleries throughout Angus where required.

This job is supply on an as and when required basis.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 5 August 2022**

**Caretaker**

**£7,648 ANG03934**

Help us change lives in Angus by inspiring Healthy, Active and Creative lifestyle choices.

Our business is everything to do with people and that's why our staff are so important to our success.

You will work as a Caretaker in our Theatre and Venues Team, working a combination of days, evenings and weekends.

To do well in this role you will be able to demonstrate our key behaviours in customer service excellence, continuous improvement and engaged workforce.

A friendly outgoing personality, the ability to use your initiative, work as part of a team and experience of working with customers are essential.

Are you adaptable and resilient, innovative and enthusiastic, customer and results focused, hardworking and willing to learn? This could be the job for you to make a difference to your local community.

If you can commit to working with us for the people of Angus and are interested in joining the team to become an ambassador for ANGUSalive we'd love to hear from you.

Based at Kirriemuir Town Hall, 28-30 Reform Street, Kirriemuir.

You will work 15 hours per week based on a 4-week rota which includes weekdays, evenings and weekends.

Please refer to job outline, person spec and information sheet for further details and requirements for this job.

**Closing Date: Friday 5 August 2022**

**Exhibition Technician (Supply)**

**£9.78 + 13.99% per hour ANG03935**

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ANGUSalive museums and galleries are home to a fascinating collection of museum objects and artworks, and as an Exhibition Technician you will assist with the install, uninstall and maintenance of temporary and permanent collection exhibitions and exhibition spaces.

Our business is everything to do with people and that's why our staff are so important to our success.

By taking on the role of Exhibition Technician you will work collaboratively with colleagues across all ANGUSalive service areas and business units to provide the best customer experience for local communities as well as visitors to Angus, deliver innovative services and further our charitable objectives.

To do well in this role you will be able to demonstrate our key behaviours in customer service excellence, continuous improvement, and engaged workforce.

Enthusiasm for the museums, galleries and archives collection, its care and its interpretation for a variety of audiences, the ability to use your initiative, to be flexible in working arrangements regarding hours and location work and knowledge of manual handling techniques, and health & safety are essential.

If you can commit to working with us for the people of Angus and are interested in joining the team to become an ambassador for ANGUSalive we'd love to hear from you.

Working in ANGUSalive Museums & Galleries throughout Angus where required.

This job is supply on an as and when required basis.

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**Closing Date: Friday 5 August 2022**