



ROYAL WEST OF ENGLAND ACADEMY

JOB DESCRIPTION

JOB TITLE	Learning & Participation Manager
SALARY:	£25000
DURATION:	Permanent
HOURS OF WORK:	37.5 per week, to include some weekends and evenings
RESPONSIBLE TO:	Head of Programme
LIAISON WITH:	RWA Council and its subcommittees, RWA Programme Group, Academicians, Friends of the RWA, Patrons, RWA Drawing School All members of the administrative, technical and front of house staff of the RWA External users of RWA services; community groups, schools, universities, members of the public, colleagues from the art and heritage sector, gallery and museum educators, professional bodies, relevant policy making and funding bodies, and potential sponsors.

MAIN PURPOSE OF POST:

The purpose of the post is to promote discovery of and involvement in the RWA's artistic and architectural heritage for the broadest audience. The post-holder is responsible for creating, delivering and managing a dynamic programme of education and outreach activities that delights and involves a wide cross-section of people, including the development of new audiences for the RWA, both on and off-site, in line with the Strategy and Business Plan

MAIN DUTIES AND RESPONSIBILITIES:

- Develop, deliver, resource and evaluate a range of education and engagement activities, both at the RWA and in the community, tailored to the needs of different ages and abilities
- Ensure that the engagement programme is informed by current thinking about creativity, teaching and learning and support curriculum requirements for content and standards as appropriate.
- Work to Key Performance Indicators and targets, reporting on numbers of children and young people engaged with the RWA
- Produce, advise on and assist with, interpretative materials and learning resources to accompany the exhibition programmes
- Work closely with the Exhibitions Advisory Committee, RWA members, curators, exhibition and marketing staff, and front of house staff, in order to provide coordinated services that encourage participation in the arts

- Work with the Director and Head of Development to identify and achieve additional sources of income for education and outreach provision, and through this to contribute to the RWA income generation plan
- Work with the Director and Head of Development to provide timely reports for funders on numbers of people engaged, expenditure and evaluation
- Build partnerships with schools and other educational providers and local, regional and national organisations to devise and deliver collaborative projects that widen access to the RWA exhibitions and heritage collections
- Facilitate and manage the staging of community and outreach exhibitions in the lower ground floor galleries, in consultation with the Head of Programme and Exhibitions Advisory Committee
- Maintain and conduct all education and outreach work in accordance with the RWA policies, in particular Health and Safety, First Aid, Equal Opportunities and Child Protection policies, developing, introducing and amending policies as changes in legislation or best practice requires
- Responsible for ensuring that the RWA complies with best practice for Child & Vulnerable Adult Protection in its policies and procedures
- Assist with the production of both print and on-line publicity materials for the learning programme, including uploading content on the RWA website
- Evaluate and produce bi-monthly reports on the effectiveness of the programme of events and activities.

Other activities:

- Assist in the daily operation of the public service, including answering enquiries from members of the public
- Assist with necessary administrative procedures for the efficient operation of the RWA as required
- Provide to a high standard of visitor service, promoting it amongst all staff and volunteers
- Fully and positively participate in the RWA's appraisal and development scheme in order to develop and enhance personal and service performance
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the RWA's services

Conditions of service:

The post is subject to a probation period of six months.

The post holder will be required (as are all other members of staff) to work occasional evenings, Saturdays, Sundays and Bank Holidays and will be expected to attend Private Views and other Learning and Participation out of hours events where required.

The post will be based principally at the RWA, but the nature of outreach work may require the post holder to work off-site.

The appointment is subject to Disclosure and Baring Service (DBS) checks and two satisfactory references.

There will be some restriction on the taking of annual leave, and the post holder is expected to negotiate leave well in advance during certain peak periods.

LEARNING & PARTICIPATION MANAGER PERSON SPECIFICATION

REQUIREMENTS

Essential or Desirable

Qualifications

Degree level qualification (or equivalent) in a relevant subject area	Essential
Relevant professional or postgraduate qualification (e.g. a teaching qualification)	Desirable

Experience

Minimum 2 years' experience of learning programme delivery in a similar context	Essential
Experience of developing and leading educational and outreach events and activities in an arts or heritage environment, both in and outside classroom	Essential
Experience of developing, programming and delivering learning activities for a range of ages, from young children to adult learners	Essential
Experience of working on partnership projects	Essential
Knowledge and understanding of the issues affecting cultural and charity sectors	Desirable
Experience of working with museum/art gallery collections	Desirable

Skills

Excellent written and oral communication skills, including strong editing skills and confidence and authority when addressing audiences	Essential
Excellent IT skills, including Microsoft Office packages	Essential
Good numerical and budgeting skills	Essential
Excellent administrative and organisational skills with the ability to plan and prioritise own work and work of others	Essential
Good people/ management skills – in this post, of colleagues, volunteers, freelancers	Essential
Comfortable using content management systems to upload events to website	Desirable

Other

Ability to convey your enthusiasm about art and heritage to a range of learners	Essential
Evidence of a flexible approach to work	Essential
Self-motivated and able to work with a variety of people in a busy environment whilst remaining calm under pressure	Essential
Proactive and creative	Essential
Ability to prioritise and meet tight deadlines	Essential
Ability to maintain confidentiality	Essential
High level of interpersonal skills	Essential
Ability to motivate and inspire others	Essential
Ability to work on own and as part of a team	Essential
Ability to record and deal with data accurately and effectively	Essential
To be committed to personal development and development of others	Essential
Well-developed supervisory skills	Desirable