

PITZHANGER

MANOR & GALLERY

Learning & Engagement Manager

JOB DESCRIPTION

ROLE

As Learning & Engagement Manager you will play a crucial role in the strategic development and delivery of our Learning & Engagement Programme, maximising opportunities for collaboration, helping to realise the full potential of our innovative creative activities and delivering new and existing learning programmes. Reporting to the Head of Public Programmes you will support, design and oversee delivery of the Pitzhanger Manor & Gallery programme of activity for children, young people, families, schools and adults. You will build on the Trust's current engagement programmes, developing relationships, creating new sustainable programmes and partnerships, measuring and reporting against KPI's as well as impact in line with the Business Plan and engagement strategies.

Key Accountabilities

- To design, programme, promote and oversee delivery of Learning provision for children, schools, families, young people and adult audiences engaged in activities connected to Sir John Soane's 1800 Manor as well as contemporary art exhibitions housed in the Gallery and local histories and stories of significance to the community of Ealing.
- To Line Manage Schools Engagement Officer, as well as volunteers, freelancers and other members of the team as appropriate
- To build strong relationships with and support local schools, groups and organisations (including current and previous partners), with particular focus on those groups that would not ordinarily engage with/access the Arts.
- To build strategic partnerships with local schools, developing and delivering programmes created with awareness of how cultural learning and creativity compliments the National Curriculum, and programmes which celebrate and enhance children and young people's creative and cultural lives.
- To work closely with artist-educators and creative practitioners across programmes, building new relationships with London based creatives; bringing audiences into contact with creative professionals that are representative of our community.
- To create and maintain partnerships with local colleges, and higher education institutions, signposting them to opportunities for people aged 25 and under to engage with Pitzhanger Manor & Gallery
- To develop and implement effective evaluation models that will help to measure impact and support the improvement of learning and family programmes.
- To collect and analyse relevant data and undertake administration required for the development, delivery, reporting on and measurement of Pitzhanger Manor & Gallery key performance indicators for its learning and engagement programmes.
- To update the website and Spectrix ticketing platform for relevant events
- To work with the Communications Manager to grow audiences for programmes using social media, partnerships and working with communications staff, external agencies as necessary, to promote activities in the local, national and specialist press, online media and the organisation's own social media profile.
- To support the Head of Public Programmes and Development team in writing funding applications to external bodies for relevant project funds. To pull together relevant data, feedback and reporting to help measure impact as required for applications or programme evaluation for funders.

- To ensure that appropriate procedures are followed e.g. financial, health and safety and Safeguarding Policy in line with Pitzhanger Manor & Gallery Trust's policies.
- To participate in relevant working groups to create and monitor policies and data where appropriate.
- To support the management of volunteers, ensuring appropriate training is in place and supporting the volunteer manager in targeting and recruiting volunteers.
- To keep abreast of sector news and policy developments which may affect delivery, ensuring Pitzhanger's programme is relevant and sustainable.
- To actively support the values and vision of Pitzhanger Manor & Gallery, acting as and enthusiastic ambassador and advocate, remaining flexible to adapt to the changing needs of the organisation.
- To engage positively with the Trust's policies, including on equal opportunities, health & safety, etc. and ensure activities comply with all applicable legislative requirements (data protection, etc.)
- To carry out such other duties as may be requested from time to time by your Line Manager or the Director and are fitting for the role of Learning & Engagement Manager.

As we are an emerging organisation, your role and duties may be reviewed from time to time, revised, and updated in consultation with you to reflect any appropriate changes.

PERSON SPECIFICATION

Essential

- At least three years' experience and/or transferable experience of managing creative learning programmes for arts or heritage organisations, charities, teaching organisations, or similar.
- Experience of developing and overseeing delivery of schools programmes from EYFS to Post 16 and beyond
- A sound knowledge of the cultural learning and education sector and statutory organisations working with the sector including Arts Council England and the National Lottery Heritage Fund.
- Successful track record of increasing engagement, participation and effective programming.
- Experience of working collaboratively with a range of community partners to co-design and deliver projects and activities.
- Ability to juggle multiple projects
- Passionate about leaning and cultural engagement for all
- A commitment to equality, diversity and inclusion as well as equality of opportunity and access in cultural learning.
- An understanding of measuring impact, evaluating programmes and reporting to funding bodies and stakeholders
- Effective and enthusiastic communication skills that accommodate a wide range of community groups and individuals, including children and young people, people with learning disabilities and those for whom English is a second language.
- Ability to take initiative within stated guidelines, manage own workload and prioritise effectively to meet deadlines and manage multiple priorities.
- Experience of line management
- Experience of budgeting and monitoring income and expenditure
- A 'can do' spirit, flexible in approach with a positive attitude to change. Ability to work effectively as a member of a small team and with a collaborative approach to achieving organisational goals.

Desirable

- A working knowledge and interest in Art, Architecture, Design and Heritage
- Demonstrable IT skills;
- Experience of creating marketing materials.
- Experience of working with managing programmes for family audiences and learners with special education needs.

- Knowledge of developments in digital software for use in delivering accessible learning and public engagement opportunities.

The chosen candidate will require an enhanced DBS check (Disclosure and Barring Service).

Hours

Full-time, 35 hours per week, or 5 out of 7 days, including occasional weekend and evening work, plus an hour each day for lunch. No overtime will be paid for delivering out-of-hours events, however time off in lieu can be agreed in advance at the discretion of the Head of Public Programmes.

Reports to: Head of Public Programmes, PMGT

Salary £28,000-£33,000 p.a.

Other Benefits

23 days holiday, Pension Contribution employer match at 3% up to 5%, Discount in the shop and cafes.