

PITZHANGER

MANOR & GALLERY

Schools Engagement Officer (Fixed-Term Contract until September 2026)

JOB DESCRIPTION

ROLE

Following funding from the John Lyons Charity, this role in the Engagement Team will work to support, design and oversee delivery of the Pitzhanger Manor & Gallery schools' programme. Building upon our existing partnerships, we are committed to fostering new relationships with schools and creating sustainable collaborations, measuring and reporting against Key Performance Indicators (KPI's) as well as impact in line with our Engagement Strategy and funding requirements.

Reports to: Learning and Engagement Manager

Key Accountabilities

Delivery

- Develop and maintain strong relationships and support local schools (including current and previous partners), delivering programmes created with awareness of how cultural learning and creativity compliments the National Curriculum, and programmes which celebrate and enhance children's and young people's creative and cultural lives.
- Work with an artist practitioner to deliver introductory talks and assemblies, to schools and students as part of outreach to schools who are not currently engaged with Pitzhanger.
- Expand and promote our 'self-guided' offer for schools, including reviews and development of existing materials.
- Develop resources, workshops and CPD opportunities for exhibitions taking place in the Gallery, collaborating with an artist practitioner and the Exhibitions Team.

- To develop effective evaluation models that will support the improvement of our learning programme.
- Organise and host termly events for teachers and artist practitioners, working to develop a network that will play a key role in programme development.
- Evaluate learning outcomes of all activities against an evaluation plan and implement changes where appropriate.
- Ensure all elements of schools' programme are reflective of diversity of local audiences.

Marketing

- Manage and grow our learning newsletter as an effective tool for generating engagement.
- Significantly increase the number of contacts on the learning database and ensure GDPR compliance.
- Work with the Marketing and Communications Team to create and schedule social media content to promote our schools' programme.
- Work with the Learning and Engagement Manager to create a targeted marketing plan to promote a year-round programme for schools.
- Function as the principal contact for schools.

Other

- Undertake all administration required for the development, delivery, reporting on and measurement of Pitzhanger Manor & Gallery key performance indicators in relation to learning programmes.
- 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 keep abreast of sector news and policy developments which may affect delivery, ensuring Pitzhanger's programme is relevant and sustainable.

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. On occasion you may be asked by your line manager to undertake other reasonable tasks not included in your job description.

PERSON SPECIFICATION

Essential

- Experience and/or knowledge of coordinating and delivering learning activities and events in a museum or gallery, including knowledge of cultural and education sectors.
- Experience and/or knowledge of developing and overseeing delivery of schools programmes from EYFS to Post 16 and beyond.
- Knowledge of safeguarding practices and procedures when working with children, young people, and other vulnerable populations.
- High regard for the importance and value of arts education in schools, cultural organisations, and community settings.
- Able to coordinate freelancers and resources, and to work to a budget.
- A commitment to equality, diversity, and inclusion as well as equality of opportunity and access in cultural learning.
- 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 an additional language.
- Ability to take initiative within stated guidelines, manage own workload and prioritise effectively to meet deadlines and manage multiple priorities.
- 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.
- Excellent administrative skills.
- High level of IT literacy.

Desirable

- Experience of reporting to funding bodies and stakeholders.

- An understanding of measuring impact and evaluating programmes.
- Experience of creating marketing materials.
- 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

Part-time, 4 days a week, including occasional weekend and evening work. No overtime will be paid for delivering out-of-hours events, but time off in lieu will be agreed in advance with the Head of Engagement.

Please note that this is a fixed-term contract position until September 2026.

Salary

£24,000 p.a. pro rata

Deadline: Noon, Monday 14 October 2024, interviews of selected candidates will take place on Monday 21 October 2024.

To apply, please send your CV plus a covering letter (max. 2 sides A4), or a video no longer than 4 minutes, summarising how your skills and experience meet the job description and person specification to applications@pitzhanger.org.uk. If you would like to have an informal discussion about the role, please contact Morvi at morvi.koochak@pitzhanger.org.uk.