

PITZHANGER

MANOR & GALLERY

Pitzhanger Manor & Gallery Trust: Learning and Public Programmes Coordinator

Are you an enthusiastic, people-focused educator with experience working with schools, children and young people within the community and beyond? Do you value inclusivity, arts and creativity for all? Are you interested in a dynamic role that combines development of programmes and on-the-ground delivery? Read on.

A unique opportunity for an experienced, energetic and curious arts and heritage educator interested in creating programmes for children, schools and young people to deliver the remaining Heritage Fund activity plan following the opening of Pitzhanger Manor in March 2019 and build on this initial success by creating new programmes, measure impact, inform the Learning and Public Programmes strategy, and develop audiences.

Pitzhanger Manor is the Grade 1 listed 'country' house of architect Sir John Soane, designed and built by Soane 1800-1804 in what was then rural Ealing, West London.

Pitzhanger has just reopened to the public following a £12m Heritage Fund (formerly the HLF) and ACE-supported building project to restore Soane's original design and upgrade the adjacent Gallery so it can stage ambitious and challenging contemporary exhibitions. The conservation and the inaugural exhibition of mirror sculptures by Anish Kapoor have received widespread praise and positive reviews in the press, attracting large visitor numbers, supported by the Learning and Public Programme mission to facilitate opportunities for creativity, participation and debate. The Candidate will join the Learning and Public Programme team to deliver the remaining ambitious Heritage Fund activity plan targets, experiment and build on this initial impact by creating new programmes connecting people to art, architecture and design in meaningful ways.

Reporting to the Learning and Public Programmes Manager, and working closely with Pitzhanger's close-knit team, you will create an exciting and innovative offer for audiences locally and beyond. Using your experience working with schools, children and young people you will grow the work of the organisation including networking to broaden the organisation's reach, monitoring and reporting on the impact of your work, and making compelling cases to secure funding. Thriving in a bustling environment, you are a problem-solver and consummate communicator who will embrace an all-hands-on-deck approach with an entrepreneurial, collaborative and humorous spirit.

To arrange an informal chat about the role please email Miranda Baxter at miranda.baxter@pitzhanger.org.uk. She can take calls after Tuesday, 20 August.

To apply, please send your CV and covering letter (max. 2 sides A4) explaining your motivation, experience and how you meet the Person Specification to miranda.baxter@pitzhanger.org.uk

Deadline: Tuesday, 27 August 2019, 12 noon. Interviews of selected candidates will be invited to interview Friday, 6 September, in Ealing, London W5.

If you have not heard from us within 6 weeks of your application, then you have been unsuccessful at this time.

PITZHANGER

MANOR & GALLERY

Learning and Public Programmes Coordinator

JOB DESCRIPTION

ROLE

To work with the Learning and Public Programmes Manager to deliver the remaining Heritage Fund activity plan focussing on provision and resources for children, schools and young people and build on the Trust's initial success by building relationships, creating new, sustainable programmes and partnerships, measuring and reporting on impact, developing and advocating for audiences, informing the Learning and Public Programmes' future strategy.

Key Accountabilities

- To design, programme, promote and deliver Learning and Public Programme provision focussing on children, young people and schools audiences engaged in activities related to the Trust's National Lottery Heritage Fund, activity plan for 2019/20, and beyond.
- To build strong relationships with and support local groups and organisations (including current and previous partners) to develop innovative and engaging activities and programmes benefiting the community.
- 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 young people's creative and cultural lives.
- To widen participation for young people through targeted programming and meaningful collaborations with the young people themselves.
- To support the management of Learning and Public Programmes staff and volunteers, ensuring appropriate training is in place and supporting the volunteer manager in targeting and recruiting volunteers.
- To develop effective evaluation models to develop and improve learning and events programmes.
- To undertake all administration required for the development, delivery, reporting on and measurement of the activity plan, learning programmes and other activities.
- To support the Learning and Public Programmes Manager in developing and delivering a long-term strategy.
- To develop 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 work closely with artist-educators and creative practitioners across programmes, bringing audiences into contact with creative professionals.
- To identify funding opportunities and source funding for the learning and events programme, working with the project team to write funding applications to external bodies for relevant project funds, and to support income generation through public programming. To report as required to programme sponsors and manage relevant relationships.
- 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 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

- At least five years developing and delivering learning and events programmes for arts and heritage organisations, or similar organisations.
- Experience of developing and delivering schools programmes from EYFS to Post 16 and for young people aged 14-25.
- A sound knowledge of the cultural learning and education sector and statutory organisations working with the sector including Arts Council England and the Heritage Lottery Fund.
- Successful track record of increasing engagement, participation and effective programming.
- Experience of working collaboratively with a range of community partners to develop and deliver projects and activities.
- An understanding of the principles around diversity, equality of opportunity and access in cultural learning.
- Experience using creative research, consultation and other methodologies giving voice to communities in the development of community facilities and an understanding of measuring impact.
- 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 managing volunteers, work placement trainees or apprentices, freelancers and other staff
- 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.
- Demonstratable IT skills;
- Preferable: experience creating marketing materials.
- Preferable: experience working with family and adult audiences and learners with special education needs.
- Preferable: knowledge of developments in digital software for use in delivering accessible learning and public engagement opportunities.

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

Hours

Part-time, 21 hours per week, or 3 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, but time off in lieu will be agreed in advance with the Learning and Public Programme Manager.

Salary £25,000-£27,500 p.a. pro-rata depending on experience.

Other Benefits

20 days holiday p.a. pro-rata, Pension Contribution employer match at 3% up to 5%, Discount in the shop