

## Culture Coventry



### JOB DESCRIPTION

Post Title:	<b>Director of Learning and Engagement</b>	
Department:	<b>Learning and Engagement</b>	
Reports To:	<b>Chief Executive</b>	
Aim:	To lead, manage and develop the Trust's formal and informal learning and engagement programmes. To ensure that existing programmes are delivered to the highest professional standard and new ones are developed to ensure that we continue to be sector leading in the delivery of learning and engagement to a diverse range of audiences across all of our sites. To lead on the business development aspects of these areas of work and Herbert Media's commercial activity.	
Responsibilities:	<ol style="list-style-type: none"> <li>1. To be responsible for the planning, promotion and delivery of the Trust's formal and informal learning programmes to the highest standards using the arts and heritage resources managed by Culture Coventry..</li> <li>2. To plan the strategic development and priorities of Herbert Media as part of the wider vision for Culture Coventry by developing, planning, leading, managing and evaluating their delivery through a range of activities. These include vocational training, cultural education, video and audio production, social inclusion programmes and digital media.</li> <li>3. To lead, develop and manage Herbert Media in its function as a training centre that delivers a menu of accredited vocational training courses for a number of national awarding bodies.</li> <li>4. To work with the Head of Marketing and PR on the development of marketing strategies for the learning and engagement team and then manage the implementation of those strategies in order to maximise the number of people and schools that participate in the learning and engagement activities of the Trust.</li> <li>5. To be responsible for identifying key areas for adding value to school visits developing curriculum resources, and INSET activities and evaluating the impact of programmes for the Trust across all sites.</li> <li>6. To further develop the learning programme to expand opportunities for Adult Education and Community Learning, covering a wide range of ages and abilities. To liaise and network with internal staff and external agencies to achieve this target.</li> <li>7. Establish and maintain a range of partnerships with key strategic organisations, agencies and groups and develop effective networks with regard to working collaboratively on projects, disseminating and exploiting best practice, to developing policy and to securing commissions, grants and sponsorship.</li> </ol>	

Particularly in connection with cultural education, vocational training, social inclusion, digital production and transnational projects.

8. To actively work to develop the business by recruiting participants, securing commissions and grants and sponsorship, particularly in connection with cultural education, vocational training, social inclusion, commercial video and audio production and transnational projects.
9. Research and keep abreast of markets, trends, technology and current practises within the areas that Herbert Media operates in.
10. To be responsible for the effective management, control and auditing of the budget allocated to the Learning and Engagement Department, ensuring that best value is achieved at all times.
11. To assist with the development of external funding applications with the Fundraising and Sponsorship Manager.
12. To produce reports for partners, external organisations the Chief Executive and Trust Board detailing the objectives and achievements of the learning and engagement team.
13. Line manage all Learning and Engagement staff as required, including identifying staff development needs and ensuring that all staff receive appropriate training and updates to their knowledge and skills.
14. To collaborate closely with the Collections and Exhibition and Events teams towards the development of opportunities around learning and engagement in Culture Coventry.
15. Represent Culture Coventry on all appropriate workshops, events, programmes, reviews and consultations etc. relevant to the post.
16. To constantly monitor and evolve, both individually and in conjunction with colleagues, potential opportunities for strategic development and partnerships to secure the ongoing and future interests of Culture Coventry and to represent Culture Coventry on appropriate external bodies in order to secure this objective
17. To support the remainder of the Culture Coventry team when required for conferences, gallery openings and any other events over and above the normal day to day running of the museums.
18. At all times ensure that working practices are in line with the requirements of Culture Coventry's Health and Safety Policy and generally seek to ensure the safety of Culture Coventry's employees and visitors.
19. Ensure the safety of the public is maintained, taking a designated role in the evacuation of the building.
20. Ensure Health & Safety procedures are adhered to.
21. Undertake any other duties or responsibilities that fall within the scope, grade and spirit of the post.

**NB. The nature of the post may require a commitment to Culture Coventry outside of normal working hours (e.g. weekends, evenings, Bank Holidays, etc.). Time-in-lieu**

**will be granted for such hours worked.**

A driving licence, to ensure the most efficient contact with external bodies and support Culture Coventry's external events policy, will be essential.

Post holders will be accountable for carrying out all the duties and responsibilities with due regard to Culture Coventry's Health and Safety and Equal Opportunities Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.



	<p>and achieve results</p> <ul style="list-style-type: none"> <li>• A team player, confident, authoritative and approachable manner</li> <li>• A flexible approach to work with the ability to work outside standard hours on occasion.</li> <li>• A commitment to and interest in the arts and heritage</li> <li>• A commitment and interest in working with disadvantaged groups</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Qualifications / Knowledge And Experience</p>	<ul style="list-style-type: none"> <li>• A good understanding and knowledge of vocational training and outcome assessed learning.</li> <li>• A good understanding and knowledge of community learning</li> <li>• Demonstrable experience of leading and managing a team</li> <li>• Demonstrable experience and knowledge of project management</li> <li>• Demonstrable experience of raising significant funds from a range of sources including Trusts and Foundations, individual giving and business sponsorship</li> <li>• Demonstrable experience of business development and of meeting challenging income targets.</li> <li>• Understanding of current formal education theory and practice in the heritage sector, including the national curriculum and the further education sector</li> <li>• Understanding and knowledge of a range of disciplines within digital media production such as film making, digital design and audio production</li> <li>• Understanding and knowledge of informal learning within the heritage sector, including family learning and community outreach</li> <li>• Demonstrable experience of working with young people</li> <li>• Demonstrable experience of working with disadvantaged groups</li> <li>• Professional experience within a museum, heritage or arts organisation</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

Education	<ul style="list-style-type: none"> <li>• Qualified to degree level or through a relevant professional body</li> <li>• Evidence of formal training to suit this role and additional educational development would be an advantage</li> </ul>	<p>D</p> <p>D</p>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> <li>• A clean driving licence is essential to fulfil the requirements of the post</li> </ul>	