

Direct Tel: 0161 876 2086
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam

APPOINTMENT OF HEAD OF LEARNING AND ENGAGEMENT

Thank you for your interest in the above post. Please find enclosed the job description for role of Head of Learning and Engagement.

To apply for this position, please complete an application form. Under the additional information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility. Please be advised that CVs are not accepted as a method of application.

The closing date for receipt of your application form is Wednesday 27 June 2018 at 10:00am. Please email your completed application to recruitment@thelowry.com.

If you have not heard from us by four weeks of this date you should assume that, on this occasion, you have not been shortlisted for interview.

Thank you again for your interest in The Lowry.

Yours faithfully

Kay Sutton
Human Resources Advisor



JOB DETAILS

Post Title	:	Head of Learning and Engagement
Department	:	Learning and Engagement
Reports to	:	Director of Learning and Engagement
Responsible for	:	The Learning & Engagement Team

JOB PURPOSE

To manage and lead The Lowry's Learning and Engagement team (L&E) in the successful delivery of the Learning & Engagement strategy, connecting with The Lowry's wider artistic objectives and programmes, working with and for a diverse range of children, young people and communities.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure the successful delivery, development and evaluation of the L&E strategy.
- To effectively line manage, support & develop the L&E team as required.
- To lead the delivery of The Lowry's community engagement work in Salford, connecting to the wider work of the team to ensure the department is informed by and supports the local context.
- To support and ensure successful delivery of key strategic aims as agreed and outlined by the Director of Learning & Engagement.
- To initiate and sustain effective partnerships with relevant organisations and agencies across Salford, the region and nationally as appropriate.
- To ensure that all activities, projects and programmes delivered by the Learning & Engagement team are high quality, accessible, diverse and appropriate in their reach.

- To ensure that young people and local communities have a voice in and influence the delivery, development and evaluation of Learning & Engagement activity.
- To be responsible for the effective management of the Department's budgets, maximizing resources and regularly reporting to the Director of L&E and Group Finance Director, producing forecasts as and when requested by The Lowry or external funders.
- To promote and comply with legislation across all of The Lowry's policies including equal opportunities & health & safety, both in the delivery of services and treatment of others.
- To be responsible for ensuring that the Learning & Engagement team and all associated artists follow The Lowry's Safeguarding policy at all times and that Safeguarding procedures are effectively applied to all Lowry activities both inside and outside of the building.
- To attend and contribute effectively to the Safeguarding Steering Group.
- To attend monthly Head of Department meetings, monthly accounts review meetings, regular Health & Safety meetings, as well as other meetings and groups requiring *Head of* representation
- To ensure all projects and programmes are effectively monitored and evaluated, documenting process and product and preparing reports for The Director of Learning & Engagement to present to The Lowry Trust, relevant steering groups and external funders as appropriate
- To maintain good working relationships with all persons associated with The Lowry and its operations, demonstrating at all times a high standard of professionalism.
- To effectively communicate within The Lowry, building strong relationships with key departments who will be central to the effective delivery of the Strategy. Including
 - Working closely with colleagues in the Development (Fundraising) Department to provide thorough and timely project evaluation data (quantitative and qualitative) for the extensive body of funders that support the L&E programme; and support the team in pitching to and developing funding proposals for local and national organisations, companies and charitable Trusts and Foundations. To also support advocacy events for funders and stakeholders and work with the Development team to devise and activate showcase events and opportunities.
 - Working closely with the Communications and Marketing teams at The Lowry to ensure all marketing needs are met and that L&E's work is clearly communicated

- Working closely with colleagues in Finance to ensure budgets are properly managed and administrated
- Working closely with colleagues in Programming and Corporate to manage the use of Studio spaces, meeting rooms, theatres and classrooms, and liaise positively with regards to requirements for individual productions and artistic companies
- Working closely with the Programming department to meaningfully connect children, young people and communities to the artistic programme as appropriate
- To recruit and manage appropriate freelance artists and project managers to deliver L&E projects and programmes.
- To represent The Lowry at conferences and external meetings, advocating The Lowry and its Learning and Engagement programmes, as required in agreement with the Director of Learning & Engagement.
- To identify and undertake training and development as required in order to meet personal and business needs in agreement with the Director of Learning & Engagement.
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>A proven commitment to leading a team to deliver a wide range of programmes</p> <p>Ability to work effectively in a fast paced, dynamic and ever changing environment</p> <p>An experienced and successful manager of people</p> <p>Committed motivation and leadership skills</p> <p>Understanding of the educational, employment and social care needs of communities, young people and 'harder to reach' groups</p> <p>Excellent communication and networking skills with colleagues and partners</p> <p>Ability to build rapport to motivate and build confidence with individuals and groups, and particularly with communities and young people</p> <p>Ability to bring people and agencies together, and to identify and make connections</p> <p>Ability to nurture, maintain and build relationships and partnerships with external organisations and agencies</p> <p>Ability to be flexible and adaptable in meeting changing business needs</p> <p>Project management and administrative skills</p> <p>Experience and knowledge of</p>	<p>Ability to bring persistence, enthusiasm, resilience and creativity to your work</p>

	<p>budget management and administration</p> <p>Excellent public speaking, presentation and advocacy skills</p> <p>Excellent organisational skills in managing budgets, schedules and deadlines</p> <p>Report writing skills</p> <p>IT skills including Outlook, Word and Excel; Database skills; Internet skills</p>	
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	ESSENTIAL	DESIRABLE
KNOWLEDGE	<p>An in-depth understanding of the arts and culture sector</p> <p>Awareness of the issues and challenges associated with engaging communities, young people and 'harder to reach' groups</p> <p>Understanding of and commitment to equality and diversity</p> <p>Relevant and current Vulnerable Adult and Child Protection issues</p>	<p>Knowledge of Salford and Greater Manchester geography and communities as well as key agencies and networks</p> <p>Experience of delivering high profile and high quality community/youth arts programmes</p>
QUALIFICATIONS, TRAINING AND EDUCATION		Educated to degree level or equivalent experience in an arts or learning subject
EXPERIENCE	<p>Experience of grassroots community engagement</p> <p>Experience of line management</p> <p>Experience of evaluating and monitoring projects</p> <p>A background in the arts sector</p>	<p>Experience in mentoring and coaching</p> <p>Experience in identifying training needs</p>
OTHER	<p>Valid driving licence – the postholder will often be attending events, activities and meetings around Salford and the north west</p> <p>Ability to work flexible hours that may include some evening and weekend work</p>	