

CREATIVE LEARNING AND ENGAGEMENT OFFICER (COMMUNITIES)

JOB DESCRIPTION

Summary

Job Title:	Creative Learning and Engagement Officer (Communities)
Location:	92 Irish Street, Dumfries
Responsible to:	Project Director (for line management) and Peter Pan Moat Brae Trust (PPMBT) Board of Directors
Salary:	£24,000 per annum pro rata (depending on experience)
Contacts:	Trustees, educational / literacy / arts and cultural agencies and staff, sponsors and funders, local, national and international partners and their networks, Friends, volunteers and members of the public
Job Purpose:	To develop and implement the Trust's plans for creative learning and community engagement activities and to evaluate the outcomes.
Hours:	21 hours per week, worked over 3-4 days

Background

Moat Brae is a B-Listed Georgian townhouse and garden in Dumfries, southwest Scotland, which was designed by local architect Walter Newall in 1823 and acknowledged by JM Barrie as his inspiration for Peter Pan: "for our escapades in a certain Dumfries garden, which is enchanted land to me, were certainly the genesis of that nefarious work – Peter Pan".

The Peter Pan Moat Brae Trust was established in August 2009 as a company limited by guarantee with charitable status to save and restore the property. The Trust is currently engaged in delivering and implementing Phase B detailed designs to create a National Centre for Children's Literature and Storytelling due to open at the end of 2018. The creation of this major new visitor attraction will ensure the future sustainability of the house and garden and Barrie's 'enchanted land'.

Learning and inspiration is at the heart of this innovative project which will also contribute to the regeneration of Dumfries as part of a broader strategy that plans to use the arts and culture as a means to re-invigorate the town, complementing other cultural developments already underway. As part of our Creative Learning team, the Community Engagement Officer will be responsible for developing and delivering an integral part of Moat Brae's educational and cultural offer, namely a proposed programme of activities for children, families and adults, as outlined in our approved Heritage Lottery Fund Activity and Learning Plan.

We now seek a talented individual to initiate and build on the existing plans, and to help develop and deliver this work.

The post is supported by a number of public and private funders, including the Heritage Lottery Fund (HLF), Creative Scotland and the Robertson Trust for the length of the current project which is expected to last until September 2020, subject to the Trust completing the funding package and to a 3-month probationary period for the successful candidate.

Key Responsibilities The post holder will be responsible for developing, implementing, evaluating and coordinating delivery of a range of creative educational initiatives as part of the Trust's plans for a programme of learning and community engagement at the proposed Centre for Children's Literature and Storytelling. The programme will be based on the Trust's Activity and Learning Plan agreed with the HLF as part of its Round 2 Heritage Grant.

The programme will be undertaken in association with a range of community partners and stakeholders including local schools, local youth projects, health projects, other local charities and cultural organisations, local residents and volunteers.

The postholder will be responsible to the Trust's Project Director for line management purposes but as part of our Creative Learning and Engagement team, will be required to work closely with the Marketing and Events Manager and the Creative Learning and Engagement Officer (Schools), trustees and other committee members with a specific remit for learning and engagement, as appropriate. In due course, the postholder will also be expected to liaise and work closely with the Volunteer Coordinator once that post is filled.

Main Duties

With the project director, to review and develop the Activity Action Plan and to implement a creative learning and activity strategy for community engagement based on this;

To plan, develop and manage a schedule of informal learning, engagement and outreach activities;

To work collaboratively with community organisations and cultural bodies to develop partnerships with them, as appropriate;

To work with a range of volunteers, from the Trust and within other organisations, in the delivery of such activity, as appropriate;

To ensure that relevant activities and initiatives are effectively marketed, working in liaison with the Trust's Marketing and Events Manager;

To undertake relevant administration, including timesheets, budgets, bookings, material ordering and related tasks;

To agree and implement the outcomes and benefits of the learning and activities programme, based on the Activity Plan and revised strategy, monitor progress and evaluate the relevant initiatives once completion;

To act as an advocate for Moat Brae.

Person Specification

Essential:

Experience in delivering a learning and activities programme outside a school setting (eg. in a heritage, arts or cultural context or similar);

Experience of developing and delivering informal learning activities for all ages;

Experience of co-ordinating and managing events generally;

Experience of working on grant-funded projects and of addressing funders' expectations and requirements;

Experience of budget management;

A demonstrable, creative and innovative approach to delivering learning activities;

An ability to achieve and maintain good working relationships within a small team;

A willingness to participate in activities which will take place outside normal working hours and/or the normal workplace.

Desirable:

Experience of working with young people, volunteers, stakeholders and external partners;

Experience of developing innovative community learning activities;

Experience of working with volunteers and freelance staff to deliver learning programmes;

Well-developed project management skills;

Experience of working within a cultural or heritage organisation;

Ability to travel independently.

Terms & Conditions

Salary: the starting salary will be offered at £24,000 per annum pro rata depending on experience

Basis: The post is permanent and part-time, subject to a three-month probationary period and the overall project length.

The postholder will, on occasion, be required to fulfil evening or weekend work. Overtime is not available for this post but time off in lieu can be arranged by agreement with the line manager.

This post is considered as Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. The successful candidate will be required to join the PVG Scheme or undergo a PVG scheme update check prior to formal offer of employment being made by PPMBT.

Location: The post is nominally based at the Trust's offices at 92, Irish Street, Dumfries but this is flexible depending on the circumstances of the successful candidate and the workload.

Probationary period: The appointment is subject to a probationary period of three months. However this probationary period may be extended at the discretion of the management.

Annual leave: The postholder is entitled to 29 working days holiday per annum pro rata inclusive of public holidays.

Sick pay: Statutory provisions apply.

Pension: PPMBT offers a workplace pension scheme under the Government's auto-enrolment project.

Discipline & Grievance: This post is subject to a disciplinary and grievance procedure approved by the Trust, a copy of which will be provided.

Private work: On occasions, members of staff may wish to take on private work. The Board has no objection to this provided that the employee notifies the Board, it is made clear that it is done in a private capacity and that there is no conflict of interest.

Relatives: If you are related to a member of the PPMBT you must declare this at interview.

Canvassing: Canvassing either directly or indirectly will disqualify.

Notice period: Four weeks' notice of termination of contract by either party shall apply.

IW/LW /CA 25 May 2017