

CREATIVE LEARNING & ENGAGEMENT OFFICER (FULL-TIME)



JOB DESCRIPTION

Summary

Job Title:	Creative Learning & Engagement Officer (Full-Time)
Location:	92 Irish Street, Dumfries
Responsible to:	Project Director (for line management) and Peter Pan Moat Brae Trust (PPMBT) Board of Directors
Salary:	£22-24,000 / annum (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:	35 hours per week worked over 5 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. It has so far purchased the house and garden, undertaken emergency and Phase A repairs and is currently engaged in detailed designs for the implementation of Phase B, the aim of which is to create a **National Centre for Children's Literature and Storytelling**. The creation of this major new visitor attraction will ensure the future sustainability of the house and garden.

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. The **Creative Learning & Engagement Officer** will be responsible for developing and delivering an integral part of Moat Brae's cultural offer, namely a proposed programme of creative educational activities for children, families and adults. We now seek a talented individual to initiate and build on the existing plans, and to develop and deliver this work.

The post is supported by a number of public and private funders, including the Heritage Lottery Fund, 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. The site is scheduled to open to the public in the summer of 2018.

Key Responsibilities

The post holder will be responsible for developing, implementing and evaluating a range of creative educational initiatives as part of the Trust's plans for a programme of learning and community engagement based on the proposed Centre for Children's Literature and Storytelling.

As such, the postholder will be expected to:

- lead and/or contribute to a range of initiatives, some of which are already in progress;
- research, design and deliver other high quality events and activities; and
- build relations with schools, the general public (including harder to reach audiences), volunteers and other partners;

in order to initiate, pilot and promote a learning and activity programme for a range of audiences of all ages and abilities and so achieve specified outcomes.

The postholder will be responsible to the Trust's Project Director for line management purposes but will be required to work closely with, and take instruction from, 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

- To plan, develop and manage a schedule of learning and engagement activities, including formal and informal learning and outreach activity;
- To work with schools, educational and community organisations and other cultural and learning bodies to develop and deliver these initiatives and activities, in line with the Curriculum for Excellence as appropriate;
- To work collaboratively with such organisations and 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 Events and Marketing Assistant;

- To undertake relevant administration, including timesheets, budgets, bookings, material ordering and related tasks;
- To agree the intended outcomes and benefits of the learning and activities programme at the outset, monitor progress and evaluate the relevant initiatives upon completion;
- To act as an advocate for Moat Brae.

Person Specification

Essential:

- Experience in delivering a learning and activities programme outside a school setting;
- Experience of developing and delivering a learning and activities programmes, both formal and informal, for all ages;
- Experience of co-ordinating and managing events generally;
- A strong understanding of the formal education sector (ie. with reference to the delivery of the Curriculum for Excellence between ages 3-18);
- A creative and innovative approach to delivering learning and activities programmes;
- An ability to achieve and maintain good working relationships;
- A willingness to participate in activities which may take place outside normal working hours and/or the normal workplace.

Desirable:

- A teaching qualification;
- Experience of working with children, young people and teachers, volunteers, stakeholders and external partners;
- Experience of developing innovative learning and engagement activity programmes;
- Experience of working with volunteers and freelance staff to deliver learning programmes;
- Experience of budget management;
- 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 £22-24,000 / annum depending on experience.

Basis: The post is permanent and full-time, subject to a three-month probationary period and the overall project length. Job-share or an equivalent arrangement that will satisfactorily deliver the required outputs may be considered for the right candidate(s).

The postholder may, 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.