

## CREATIVE LEARNING & ENGAGEMENT OFFICER (ACCESSIBILITY)



### JOB DESCRIPTION

#### Summary

- Job Title:** Creative Learning & Engagement Officer (Accessibility)
- Location:** Moat Brae, 101 George Street, Dumfries
- Responsible to:** Centre Director
- Salary:** £24-27,000 / annum (depending on experience)
- Contacts:** Other Learning and Engagement staff, other Trust staff, Trustees/Directors, agencies promoting additional learning needs and/or engaged with vulnerable groups, 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 programme of creative learning and community engagement activities for Moat Brae, in particular for audiences with additional learning needs and/or from vulnerable groups, and to evaluate the outcomes.
- Hours:** 35 hours per week, normally worked over 5 days. Weekend and evening work will be required on occasion.

#### Background

Moat Brae is a 'B'-listed Georgian villa and garden in the centre of Dumfries, south-west Scotland, which the author and playwright JM Barrie claimed as the childhood inspiration for his world-famous character, Peter Pan.

The house was rescued from demolition and decay by the Peter Pan Moat Brae Trust, a charitable company limited by guarantee, as part of a ten-year project, turning it into a magical visitor attraction, the National Centre for Children's Literature and Storytelling, and a major asset for the local community. The garden has been likewise landscaped as a Neverland-themed open space on the River Nith. Both opened to the public on 1 June 2019.

The post is supported by a number of public and private funders, including the National Lottery Heritage Fund (NLHF), the Garfield Weston Foundation and the Holywood Trust for at least the

first year of what is expected to be a minimum three-year programme of activity, subject to the Trust completing the funding package.

### **The Creative Learning and Engagement Programme**

The Trust's vision is to create a world where reading and storytelling are an integral part of growing up, in the belief that such activities improve the life quality of children of all abilities and backgrounds, contribute to social and cultural development and improve human interrelations.

Moat Brae (the visitor attraction) is in effect the shop window for the delivery of this vision, drawing on the theme of learning through play and imagination for the interpretation of the house and garden and offering the public a varied programme of arts-based activities focusing specifically on literature and storytelling but delivered through a wide range of media.

The Programme of Creative Learning and Engagement sits squarely within the above spectrum of activity but involves work more specifically with schools and colleges, pupils, students and their teachers, lifelong learners and those wishing to learn less formally. The purpose of the programme is therefore to develop a wide range of audiences and to engage them in the literary heritage of the house and garden in support of the Trust's objectives.

The emphases are on:

- Creative Learning
- Literacy, Language and Writing Skills – by encouraging a joy of reading and storytelling
- Storytelling and Performance
- Therapeutic Activities.

### **Key Responsibilities**

The post holder is one of three Creative Learning and Engagement Officers (CLEOs) responsible for developing, implementing, evaluating and coordinating delivery of a range of creative learning initiatives as part of the Trust's programme of learning and community engagement at Moat Brae, the Centre for Children's Literature and Storytelling.

The programme of learning activities at Moat Brae has a strong emphasis on participation. We aim to ensure that it serves to build connections with the local community and welcomes everyone, including non-traditional heritage and cultural visitors and people with different interests, backgrounds and needs, in order to engage with the site and what it has to offer.

In this respect, the range of learning and engagement activities at Moat Brae includes components aimed at people with additional support needs, with a focus on triggering emotional

responses, using actors / storytellers to bring popular children's books alive using multi-media and active participation. We also work with relevant organisations such as PAMIS (Promoting a More Inclusive Society), involving people with profound and multiple learning disabilities (PMLD).

The role of the CLEO (Accessibility) is to expand this activity and to make enhanced provision for the following audiences:

- Children and young people with additional support needs
- People with PMLD
- Families and Carers
- Older Adults with dementia
- Refugee children and their families
- Children and adults with English as a Second Language
- Reluctant readers, and
- Vulnerable Groups.

The postholder will develop a range of appropriate initiatives involving a mixture of online activities, outreach initiatives, dedicated on-site workshops and activities, public events (in particular to showcase the work of the Trust), pupil/student and volunteer placements, staff training and specialist research or academic support.

The programme helps to develop the skills and experience of staff and volunteers working with the Trust. A training programme for the latter in particular is managed and delivered by a part-time Volunteer Coordinator.

The programme is undertaken in association with a range of arts-based practitioners (actors, authors, illustrators, etc) community partners and stakeholders including local schools, local youth projects, community projects, other local charities and cultural organisations, local residents and volunteers.

The postholder will be responsible to the Trust's Centre Director for line management purposes but, as part of our Creative Learning and Engagement team, will be required to work closely with the **Creative Learning and Engagement Officer (Schools)**, the **Creative Learning and Engagement Officer (Communities)**, the **Marketing Officer**, the **Volunteer Coordinator**, trustees and other committee members with a specific remit for learning and engagement, as appropriate.

### **Main Duties**

- With the Centre Director, to review, develop and roll out the Creative Learning and Engagement Programme for audiences with additional learning needs and vulnerable groups;
- To plan, develop and manage a schedule of informal learning, engagement and outreach activities based on the Programme;
- To deliver in person specific learning and engagement activities (eg. workshops, online activities, book launches and similar events) as appropriate;
- To ensure that such activities, including performances, exhibitions, art installations and public events generally are better geared to meeting the needs of the target audiences wherever appropriate and on a more systematic basis;
- To work collaboratively with community and appropriate national support groups and agencies (as well as schools, colleges, other educational establishments and cultural bodies) 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, running programmes of training for individuals, as appropriate, to enable them to deliver activities themselves;
- To work with the Trust's Marketing Officer to ensure that relevant activities and initiatives are effectively marketed;
- To support the development of the outcomes and realisable benefits of the Programme and monitor and evaluate progress with the relevant initiatives on an ongoing basis in co-ordination with a relevant third party (eg. consultant or academic institution);
- To undertake relevant administration, including timesheets, budgets, bookings, commissioning of arts-based practitioners, materials and related tasks;
- To contribute to reports on progress with the Programme, its evaluation and the budget to the Trust's Creative Learning and Engagement Committee / the Board of Trustees, as appropriate, and to funders on a regular basis.

### **Person Specification**

#### **Attributes**

- An affinity with people, demonstrating good human interaction, patience and a sense of humour but also assertiveness and well-developed communication skills;
- 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; and
- An ability to travel independently.

**Essential Experience / Skills**

- At least 2 years' experience of working with people with additional or complex learning needs and/or vulnerable groups, and preferably of planning and delivering a learning and activities programme outside a formal (school, hospital or other institutional) setting;
- An appropriate qualification in supporting individuals with learning difficulties or from vulnerable groups, either generically or in a specialised field (eg. childcare, mental health, dementia or ASD);
- Experience of co-ordinating and managing events and activities generally.

**Desirable Experience / Skills**

- Well-developed project management skills;
- Experience of working within a cultural or heritage organisation and preferably in delivering a learning and activities programme in a heritage, arts or cultural context or similar;
- Experience of developing and delivering informal learning activities for all ages but particularly with young people and/or older adults;
- Experience of working with freelance staff, volunteers, stakeholders and external partners;
- Experience of scheduling, budget management and report writing;
- Experience of working on grant-funded projects and of addressing funders' expectations and requirements.

**Terms & Conditions**

**Salary:** the starting salary will be offered within the range £24-27,000 / annum depending on experience.

**Basis:** The employer is the Peter Pan Moat Brae Trust. The post is permanent and full-time, subject to a three-month probationary period.

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 Centre Director.

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

**Location:** The post is based at Moat Brae, 101 George Street, Dumfries. Flexibility to work from home is available and may be encouraged in the circumstances of the current public health emergency.

**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 inclusive of public holidays.

**Sick pay:** Statutory provisions apply.

**Pension:** PPMBT offers a workplace pension scheme under the Government's autoenrolment 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, making clear that it is done in a private capacity and that there is no conflict of interest, and receives the Trust's prior written consent.

**Canvassing:** Canvassing either directly or indirectly will disqualify. If you are related to a member of the PPMBT you must declare this at interview.

**Notice period:** Two months' notice of termination of contract by either party shall apply.

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