

## Job Description

<b>Job Title:</b>	Learning & Participation Manager
<b>Reporting to:</b>	CEO & Artistic Director

<p><b>Vision, Mission, and Values</b> All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.</p>
<p><b>Our Vision</b> Making change through clay</p>
<p><b>Our Mission</b> To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities</p>
<p><b>Our Values – The Way We Work</b></p> <ul style="list-style-type: none"> <li>▪ Bold</li> <li>▪ Accountable</li> <li>▪ Welcoming</li> <li>▪ Significant</li> <li>▪ Grounded</li> <li>▪ Inclusive</li> <li>▪ Connected</li> <li>▪ Collaborative</li> </ul>

<p><b>Job Purpose:</b> Through a proactive and innovative approach, manage the successful delivery of BCB's learning and participation programmes as set out in the strategic plan. Develop, plan and deliver new learning and participation activities to further enhance and expand the programme subject to funding availability. Encourage the participation of a broad range of schools, colleges, universities, youth centres and other formal and informal educational organisations in BCB programmes.</p>
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### Responsibilities:

1. With the Chief Executive/Artistic Director, develop innovative, diverse and interesting programmes for children, young people and adults with the aim of embedding within Stoke-on-Trent the potential for clay as an agent for learning, wellbeing and empowerment, including formal and informal learning.
2. Work with colleagues to integrate learning and participation programmes with community, health, studio and artistic programmes so that they complement but do not duplicate each other.
3. Support disadvantaged children, young people and adults in Stoke-on-Trent and the wider region via education settings and partnerships, to access creative opportunities, build essential skills; have fun; improve health; create cohesion and pride; and celebrate and inspire others.
4. Effectively line manage and develop the Learning Assistant including agreeing work targets, agreeing TOIL/annual leave, holding productive 1:1s and agreeing personal development activity, ensuring that their skills and abilities are utilised to best effect. Put in place for each programme measurable outputs which contribute to EDI, fundraising, environmental and marketing aims.
5. Build partnerships with a broad range of schools, colleges, universities, youth centres, adult education services and other educational organisations. Ensure the development and delivery of programmes that meet their needs and support BCB strategic objectives.
6. Ensure that programmes are adaptable to meet environmental aims, EDI objectives and diverse needs and interests, informed by participants, insight and demographic data. Work with the BCB Advisory Network and external partners and agencies in the effective design and delivery of programmes and projects.
7. Recruit and manage artists, trainees, volunteers and others so that they make a beneficial contribution to the delivery of learning and participation programmes, including ensuring that all necessary contracts, agreements and working policies and procedures are in place.
8. Ensure that all relevant legislation is observed in delivering programmes, including safeguarding, health and safety, Equality Act and UK GDPR compliance. Undertake environmental and health & safety risk assessments and regularly update in accordance with BCB procedures.
9. Plan and deliver programmes effectively, including ensuring that appropriate venues, participants and materials requirements are organised and well managed.
10. Manage the budget and related invoice raising/processing, recording and reporting of financial information, ensuring that all activity is delivered on time and on budget.

11. Engage with participants and education partners to obtain feedback about learning and participation programmes. Use feedback to enhance ongoing programmes and develop new ones. Oversee debrief processes for learning and participation programmes.
12. Commission evaluation and critical assessment reports for learning and participation programmes where required.
13. Work with the Development Manager to identify and pursue funding opportunities for learning and participation programmes.
14. Manage the partnership programme with The Potteries Museum & Art Gallery.
15. Further develop the relationship with Stoke-on-Trent's education sector and enhance the opportunities for children and young people through active participation in the Cultural Education Partnership (PiCL) and other relevant networks.
16. Deliver partnership and other programmes for individuals with protected characteristics and those with low arts engagement. Manage learning focused partnerships, including WEA/Adult Education partnerships.
17. Share responsibility with colleagues and the Festival Operations Manager for the management and delivery of the BCB festival programme and public events, integrating learning and participation programme elements where relevant.
18. Lead on the development and delivery of a hands-on clay engagement space as part of the BCB festival and manage the engagement of learning organisations with the festival, both in-person and via digital means to meeting audience/engagement targets.
19. Develop and maintain positive working relationships with partners, funders and stakeholders and where appropriate, represent BCB at meetings and professional forums. Take a proactive role in the liaison with other relevant partner organisations and networks within the sector.
20. Work with the Communications & Audiences Manager to identify marketing and communications opportunities stemming from learning and participation programmes. Oversee and assist with the production of copy for website, social media and other channels.
21. Provide quarterly progress updates to senior leadership team including review and evaluation of programme outputs and KPI targets.
22. Collate and provide information for funders monitoring and reporting requirements.
23. Manage work experience placement requests, liaising with colleagues to assess suitability and capacity to support the placement. Liaise with educational establishments and the individuals involved.
24. Disseminate learning and experience via relevant channels, including professional networks, conferences, events and case studies, to share best practice and raise the profile and reputation of BCB.

**General Requirements:**

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- Positively contribute to the evaluation of the impact of BCB programmes and other key business plan objectives.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, BCB may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

In accordance with BCB's Safeguarding procedures, this position requires an enhanced DBS check.

I confirm that I have read and accept the duties and responsibilities contained in this job description

**Name (Please Print)**

**Signed**

**Dated**

## Person Specification

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test

Qualifications	Essential	Desirable	Method of Assessment*
Graduate and/or relevant professional qualification (relevant experience may compensate)	*		A, C
Willing to undertake further professional training to keep informed of best practice		*	I

Experience	Essential	Desirable	Method of Assessment*
At least two years' experience in a successful learning and participation role ideally in a similar organisation or education setting	*		A, I
Organising and delivering complex information in a user-friendly format	*		A, I
Working to a budget and delivering against income targets	*		A, I
Setting and achieving deadlines, managing simultaneous tasks and objectives	*		A, I
Experience with and good understanding of devising and implementing innovative learning and participation programmes	*		A, I
Working effectively with children, young people and adults at risk	*		A, I
Planning and delivering a variety of programmes and solving problems as they arise	*		A, I
Working with a broad range of people, including those with limited previous exposure to creative practice and people impacted by complex and sensitive situations	*		I
Working effectively with colleagues, artists, volunteers and partners	*		I
Facilitation, compilation and production of research and evaluation outputs		*	I
Working within a delivery framework which satisfies both the requirements of participants and funders		*	I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Ability to generate ideas for and put in place innovative learning and participation programmes	*		A, I, AT
Understanding of formal education systems and processes	*		A, I
Excellent verbal and written communication skills – able to engage others in an appropriate manner	*		I
Understanding of how to effectively engage children and young people in learning activities	*		I
Able to understand ceramic processes and communicate them effectively	*		I
Skilled at identifying and nurturing productive learning partnerships	*		I
Understanding of health and safety requirements	*		I
Able to work effectively and productively with a range of partners	*		I
Understanding of performance reporting (analytics) processes and evaluation uses	*		I
Understanding of UK GDPR, Data Protection, safeguarding and Equality Act regulations	*		I
Project management skills – able to manage multiple programmes and achieve desired results	*		I

Personal Attributes	Essential	Desirable	Method of Assessment*
Excellent interpersonal skills – able to present to and effectively engage and motivate others, especially children and young people	*		I
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with colleagues and associates	*		I
Appreciation of the need for equality of opportunity for all – able to adapt delivery and tailor approach to meet diverse needs.	*		I
Excellent attention to detail and accuracy	*		I
Ability to use initiative, be proactive, work independently and take ownership of actions	*		I
Creative flair and an enthusiasm for the work of BCB	*		I
Passion for learning, education and participation	*		I
Operates with integrity and honesty at all times	*		I
Strongly identifies with BCB's core values and able to champion them	*		I