

Job Description

Job Title:	Learning & Participation Assistant
Reporting to:	Learning & Participation Manager

Vision, Mission, and Values

All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.

Our Vision

Making change through clay

Our Mission

To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities

Our Values – The Way We Work

- Bold
- Accountable
- Welcoming
- Significant
- Grounded
- Inclusive
- Connected
- Collaborative

Job Purpose:

Working with and supporting the Learning & Participation Manager in the development, planning and delivery of projects and events that engage with children, young people and adults. This will include working directly with project participants and liaising with schools, colleges, universities and other education settings for the co-ordination of activities. The Learning & Participation Assistant will support all aspects of the delivery of the year-round programme and the Biennial education offer.

Responsibilities:

1. Assist the Learning & Participation Manager to deliver engaging programmes for children, young people and adults.
2. Work with a wide range of people, including artists, trainees, volunteers and others to support the successful delivery of the BCB learning and participation programme.
3. Work with colleagues across the BCB staff team and Associate Artists to schedule learning and participation events and activities.
4. Support the planning and delivery of projects and workshops, including ensuring a safe working space and organised tools, equipment and materials.
5. Support the effective planning and delivery of visits and events for participants taking part in BCB programmes.
6. Support the Learning & Participation Manager to maintain good relationships with a broad range of schools, colleges, universities, youth centres, adult education services and other educational organisations and networks.
7. Work with the Learning & Participation Manager and BCB Associate Artists to support the delivery of programmes that are adaptable, accessible and informed by participants' needs.
8. With oversight from the Learning & Participation Manager, ensure that all relevant legislation is observed in delivering programmes, including safeguarding, health and safety, Equality Act and UK GDPR compliance.
9. Follow risk assessment guidance and health and safety/safeguarding procedures in the delivery of activities. Deal efficiently with any incidents in accordance with working procedures.
10. Work with the Learning & Participation Manager, Project Co-ordinators and Associate Artists to obtain feedback about learning and participation programmes. Gathering and collating data that will support project evaluation.
11. Collate, record, update and manage participant and stakeholder information via BCB's customer relationship management system and related recording processes.
12. Work with the Learning & Participation Manager to identify and pursue funding opportunities for learning and participation programmes.
13. Assist in the delivery of the BCB Biennial programme, including booking groups visits, supporting education workshops/tours and other events.
14. Participate in training, development and peer learning and show curiosity to engage with new ideas related to learning and engagement .
15. Assist communications colleagues by providing information to promote learning and participation programmes via website, social media and other channels.

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-one meetings 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 a basic 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

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*
Working effectively with children and young people and adults in creative projects	*		A, I
Experience using Microsoft Office and its applications	*		A, I
Working to and achieving deadlines	*		A, I
Working positively as part of a team	*		A, I
Working effectively with children and young people	*		A, I
Experience working in education settings		*	
Planning and delivering a variety of projects and solving problems as they arise		*	A, I
Working with a broad range of people, including those with limited previous exposure to creative practice		*	I
Gathering and collating feedback and evaluation data for projects		*	I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Excellent verbal and written communication skills	*		A, I
Able to engage individuals in a positive and engaging manner	*		I
Able to maintain accurate records	*		A, I, AT
Able to understand ceramic processes and communicate them effectively	*		I
Understanding of health and safety requirements	*		I
Understanding of how to effectively engage children and young people in learning activities	*		I
Able to analyse problems, identify alternatives and make recommendations		*	I
Understanding of how to adapt delivery to meet diverse needs		*	I
Understanding of UK GDPR, Data Protection, safeguarding and Equality Act regulations		*	I
Understanding of education settings and curriculum		*	I
Personal Attributes	Essential	Desirable	Method of Assessment*
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 tailor approach accordingly	*		I
Excellent attention to detail and accuracy	*		I
Ability to use initiative, work independently and take ownership of actions	*		I
Enthusiasm for the work of BCB	*		I
Passion for learning, education and participation	*		I
Creative flair	*		I
Proactive approach, a self-starter	*		I
Operates with integrity and honesty at all times	*		I
Identifies with BCB's core values	*		I

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