



## Job Description – Education & Engagement Officer

**RESPONSIBLE TO:** The Director

**RESPONSIBLE FOR:** Education & Engagement Assistant, Programme artists, support staff and volunteers

### ROLE

You will be responsible for developing and overseeing the education and engagement activities of Young at Art including:

- Working with our Director, developing a programme of education and engagement projects to deliver on Young at Art's strategic aims;
- Designing project delivery and evaluation frameworks and methods to meet set outcomes and monitoring the impact of our work in youth, education and community sectors;
- Assisting with identifying sources of funding for education and engagement projects and assisting with funding applications and reporting; and
- Line managing Education and Engagement staff, both employees and freelancers, and volunteers to ensure effective project delivery.

### RESPONSIBILITIES

<p><b>ARTISTIC</b></p>	<p>Take the lead in developing and overseeing Young at Art's education and engagement programmes in support of the organisation's strategic aims</p> <p>Maintain excellence in the planning and execution of education and engagement projects to ensure outcomes are met</p> <p>Ensure rigorous evaluation frameworks are in place to monitor the impact of education and engagement projects</p> <p>Grow links and partnerships with other organisations involved in the skill development of artists and educationalists in the delivery of a range of artforms to children and young people</p> <p>Develop training programmes and resources to support the delivery of Young at Art's education and engagement and professional development projects</p>
<p><b>AUDIENCE DEVELOPMENT</b></p>	<p>Work closely with the Marketing &amp; Communications Manager on specific campaigns to develop appropriate promotional materials and opportunities for education and engagement projects</p> <p>Be the lead liaison for schools and other education institutions and youth/community groups in relation to the company's activities</p> <p>Build, attend and contribute to appropriate networks in support of the organisation's strategy</p>
<p><b>FINANCE</b></p>	<p>Support the Director and General Manager in fundraising for Young at Art's Education and Engagement programme including:</p> <ul style="list-style-type: none"> <li>• identifying opportunities;</li> <li>• planning approaches;</li> <li>• preparing and drafting applications; and</li> <li>• reporting on delivery;</li> </ul>

	<p>Be responsible for budget management and controls for all projects in Young at Art's Education and Engagement programme</p> <p>To liaise with the General Manager on appropriate procedures and paperwork for all project income/expenditure</p>
<b>ADMINISTRATION</b>	<p>Recruit, induct, train, motivate and line manage Education and Engagement staff, artists, freelancers and volunteers</p> <p>Collaborate and maintain effective working relationships with fellow staff members, artists, freelancers and volunteers</p> <p>Adhere to existing work practices and procedures and to contribute to the development and respond positively to new and alternative systems</p> <p>Demonstrate commitment to Young at Art through regular attendance and the efficient completion of all tasks allocated within the deadlines required and set</p> <p>Adhere to and support the implementation of all company policies and procedures including safeguarding, equality, health &amp; safety, data protection and all others in place from time to time</p>
<b>GENERAL</b>	<p>Commit and work to Young at Art's Strategic Framework above</p> <p>Uphold Young at Art's values of being Child-led, Quality and Excellence, Accessibility, Innovation and Respect</p> <p>Engage with their own continuous professional development to contribute to the activities, promotion and development of Young at Art</p>

The key responsibilities above give a broad outline of the functions of the post. However, these duties are approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the post's level of responsibility as allocated by their line manager as part of working in a small team to deliver Young at Art's strategic framework. The outline of responsibility may change from time to time.

## Person Specification

Young at Art are looking for candidates who can best meet all Essential criteria and most closely demonstrate the Desirable criteria. Applications that DO NOT MEET ALL Essential criteria will not be considered. Young at Art reserves the right to weight key skills within the selection process.

RESPONSIBILITIES	ESSENTIAL	DESIRABLE
ARTISTIC & AUDIENCE DEVELOPMENT	<p>Minimum two years' experience of designing and delivering arts-based projects in education, community and/or youth contexts</p> <p>Experience in designing, implementing and reviewing evaluation frameworks for project delivery</p> <p>Experience of building partnerships to benefit project delivery</p> <p>Experience developing educational/engagement training programmes and/or resource materials</p>	<p>Third level qualification in arts or education-related field</p> <p>Specific knowledge of designing and delivering child-led, process-based arts engagement projects for children and young people</p> <p>Knowledge of the early years and/or primary curriculum</p> <p>Experience of promoting arts projects</p>
FINANCE & ADMINISTRATION	<p>Experience of raising funds for or generating income from arts projects and delivery of related paperwork</p> <p>Experience of creating and managing budgets</p> <p>Experience of overseeing a team of people to deliver a project</p>	<p>Experience of working with budgets of £30,000+</p> <p>Experience developing policies or procedures relevant to the delivery of activity to children and young people</p>
GENERAL	<p>GCSE in English and Maths (or equivalent) - minimum grade C</p> <p>Excellent written and oral communication skills</p> <p>Ability to effectively network within the sector and build strong and effective working relationships</p> <p>High degree of computer literacy including keyboard skills, use of standard office software, internet and social media</p>	<p>Knowledge of Young at Art and our aims and objectives</p>