

Altwood Road

Maidenhead SL6 4PF

Box Office: 01628 788997

Admin: 01628 682555

Email: admin@nordenfarm.org

March 2025

Dear Applicant

Thank you for your enquiry regarding the post of Education Officer

**This is a permanent part time position: 9.30am – 6pm Thursday and Friday** (with occasional evenings and weekends)

Norden Farm is a vibrant, multi-art form venue, comprising a live event, cinema and classes programme that also facilitates private parties, commercial hires, including conferences, seminars, trade shows and meetings. Every member of the team makes a real difference to its success.

The Education Department (comprising 2 permanent members of staff plus freelance artists) delivers free creative activities for disadvantaged children and families in the region. This includes children with SEND, army families and refugees. We work with all 27 schools in Maidenhead providing inspiring arts workshops as well as bespoke projects for the community.

We fundraise to deliver all of this work, and this post is also dependent on funding being awarded.

I am pleased to enclose an application pack consisting of the following:

* Job Description and Person Specification
* Application Form
* Equal Opportunities Monitoring Form

Please ensure that you read all information thoroughly before applying. Application should only be made on the enclosed application form (attaching continuation sheets where necessary), answering each section fully. No CVs should be submitted. Applications should be submitted via email or posted to me at the above address.

I look forward to receiving your application and thank you for your interest in the position.

Sincerely

Jane Corry

**Jane Corry** (She/Her)

**Chief Executive & Artistic Director**

Norden Farm Centre for the Arts

Maidenhead, Berkshire SL6 4PF

T: 01628 682555

E: jane.corry@nordenfarm.org



## Education Officer

**Job Description**

Post Title: Education Officer; Schools & Community (part time)

Hours: 2 days p/wk. Thursdays and Fridays (9.30am – 6pm including 30-minute lunch break)

Plus additional hours for project work including evenings and weekends commitments as overtime

Salary: £9,582

Base: Norden Farm Centre for the Arts

Reporting to: Education Manager

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| **Job Summary** |

This role, is responsible for ‘Farm Out’ our flagship programme for schools and community groups (vulnerable / disadvantaged children and families) which engages annually with 15,000 children, young people and families as part of a busy and varied programme of work, leading on logistics.

They oversee the day-to-day operations and administration of the Education Department ensuring that the work is staffed, resourced, delivered and evaluated to the highest possible standard.

There is some practical workshop delivery in Arts & Crafts for children and families.

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| **Key Responsibilities** |

* Oversee the day-to-day operations and administration of Farm Out Programme ensuring that the work is staffed, delivered and evaluated effectively.
* Secure press coverage for school workshops and events and working with the Marketing department to ensure that press releases are confirmed, and press coverage is collated.
* Finalise booking sheets and invoicing with artists/practitioners and schools.
* Maintain up to date contact lists for schools, colleges and universities and maintaining an ongoing relationship with them.
* Liaise with visiting professional companies to programme pre and post-show participation opportunities, schools’ workshops and community offers.
* Support with the planning and logistics of annual events including the artists / practitioners at workshops on and off site as required.
* Promote and run the Secondary School Exhibition working with local secondary schools.
* Support the Education Manager with the planning and logistics of annual events.
* Maximise visits to Norden Farm from schools and community groups.

**Evaluation & Reporting**

* Provide administrative support to enable the evaluation of Farm Out school and community group Education activity
* Oversee the timely and accurate gathering of all reporting data
* Create surveys and resources for creative evaluation and, where appropriate, facilitate the face-to-face collection of qualitative feedback

**Other**

* To maintain the accuracy of the Farm Out and project pages of the Norden Farm website
* To publicly represent Norden Farm in a prepared and professional manner
* To undertake any other duties which may reasonably be requested, including working some weekends and evenings

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| **Working Hours** |

Standard working hours are 9.30am – 6pm however an element of flexibility is required as there will be times when the Education Officer is required to attend events outside their agreed working hours. This includes evenings and weekends.

**Employee Benefits**

* Free Tickets for shows and films (Ts & Cs apply)
* Free Car parking
* Pension scheme

## Person Specification

**Essential**

* + Administrative experience
	+ Experience in delivering arts/ crafts workshops or Arts background
	+ Excellent verbal and written communication skills, with an eye for detail
	+ High level of organisational skill
	+ Creative thinker
	+ Ability to problem solve and think laterally
	+ A good level of computer literacy
* Demonstrable interest in the arts and education
* Proactive and enthusiastic
* Have confidence working with professional practitioners, project partners and engaging with members of the public
* Team player with a good sense of humour
* Flexibility in working hours (evenings and weekends where needed)

**Desirable**

* Project management experience
* Press and marketing experience
* Educational/young people experience
* Experience in working with Vulnerable / SEND groups
* Driving licence and car
* Valid enhanced DBS (one can be provided if not)



**Application Form**

**CONFIDENTIAL**

***Please read the job description and supporting information before completing this form.***

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications.

Completed application forms may be submitted by email to admin@nordenfarm.org or by post to: Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF.

If for any reason you are unable to complete this form, please contact us to make alternative arrangements.

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| **Application for the post of:** |  |

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| Personal Details |
| Last Name |  |
| First Names |  |
| Home Address |  |
|  |  |
|  |  |
|  |  | Postcode |  |
| Telephone | Home  |  | Work |  |
|  | Mobile |  |  |
| Email address |  |
| May we contact you at work? |  |
| Education and Training |
| **Secondary Education** |
| From | To | School(s) | Examinations passed/Grades |
|  |  |  |  |
| **Higher and Further Education (University/College/Apprenticeships etc)** |
| From | To | Place of Education | Qualification obtained |
|  |  |  |  |
| **Short and Part-time Courses** (including relevant in-house training) |
| Dates | Details |
|  |  |
| Current/Most Recent Employment |
| Position held |  |
| Employer’s Name |  |
| Employer’s Address |  |
|  |  |
| Start Date |  | End Date |  |
| Period of Notice Required |  | Current Salary |  |
| Brief Outline of Duties and Responsibilities |  |
| Reason for Leaving |  |

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| Previous Employment |
| Date from | Date to | Name, location and nature of employer’s business | Position held | Reason for leaving |
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| Supporting Information |
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| Further Information |
| Do you hold a current and full (not provisional) EU driver’s licence? |  |
| Do you require a work permit to work in the United Kingdom? |  |
| Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.\* |  |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* |  |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? \* |
| *\* Please use an additional sheet if necessary* |  |

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| References |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Norden Farm’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. |
| Name | Position | Address/Telephone Number/Email |
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| Declaration |
| I declare that the information on this application is, to the best of my knowledge, true and complete |
| Signed  | Date  |