

Education Officer Job Description

Post Title:	Education Officer
Hours:	5 days p/wk (42 hours per week inclusive of 30 minute breaks)
Salary:	Scale of £20 - 22,000 depending on experience
Term:	Permanent contract
Leave entitlement:	23 days plus bank holiday equivalents
Base:	Norden Farm Centre for the Arts
Reporting to:	Chief Executive & Artistic Director

Job Summary

The Education Manager delivers our education and community programme with a pool of freelance artists, supported by the Chief Executive & Artistic Director.

Key Responsibilities

1. To develop and maintain a sustainable education and community programme through effective delivery including evaluation, promotion, and fundraising
2. To build strong relationships with local and regional educational establishments, to increase attendance at workshops and performances at Norden Farm
3. To manage all educational projects, including outreach work
4. To liaise with artistic companies regarding the delivery of education work

Detailed Job Description

1. To help fundraise to deliver the education and community programme through grants from Trusts and Foundations, sponsorship, and other public giving
2. To keep good financial records of grants and project budgets
3. To build strong relationships with all local and regional educational establishments and specialist learning units delivering our year-round 'Farm Out' programme for primary and secondary schools
4. To work with the Marketing Manager to maximise attendance from nurseries, schools and colleges at selected performances, workshops, and other arts activities throughout the year, including the Centre's Christmas show, in order to meet sales targets
5. To oversee the delivery of existing outreach workshop programmes and other educational projects. Including the Young Creatives Programme, Young Leadership programme, Creative Arts Social Club and Work Experience and Youth Classes
6. To manage the participatory programme of arts activities for the community, in particular the annual Youth Arts Festival; Quest Family Fest, Winter Lantern Parade, Summer Beach and Kite Festival
7. To plan and implement thorough evaluative processes for all education and participatory arts projects, producing final reports where appropriate
8. To liaise with visiting and local artists and companies responsible for the direct delivery of education and participatory arts activities, ensuring accurate and efficient information is always exchanged
9. To maximise positive publicity for all educational and participatory activities, in partnership with the marketing department.
10. Ensure all activities are delivered in accordance with the Centre's Safeguarding Policy and act as one of Norden Farm's safeguarding officers, managing DBS checks across the organisation
11. As part of the administrative team to share responsibility in the day to day running of the office including answering the telephone, taking messages, and dealing with enquiries
12. Carry out their duties with due regard to the Norden Farm Centre Trust Equal Opportunities Policy and Health and Safety Policy
13. Any other duties as may be required as part of the Education Officer function

Working Hours

Standard working hours are 9.30 – 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.

Education Management

Person Specification

Essential

Candidates must be able to demonstrate:

- Qualifications to Degree level
- Successful fundraising experience
- Experience of budget management and financial skills
- Experience of arts in community/ outreach/ education setting
- Understanding of formal education sector
- Excellent verbal/ written communication skills, including report-writing
- Good organisational skills and ability to prioritise and meet deadlines
- A good level of IT literacy
- Ability to work unsupervised and as part of a team
- Full driving licence and own means of transport

Desirable

- Skills in one or more visual art forms
- Experience of evaluating arts or educational projects
- Marketing skills, including copywriting, print production and PR experience

Benefits

- Complimentary tickets for performances and films, subject to availability and agent ticket policy
- Discount on meals and drinks in the Norden Farm Café Bar
- Free on site parking
- Stakeholder pension scheme