

JOB DESCRIPTION

JOB TITLE:	Learning & Engagement Manager	REFERENCE:	LM0325
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OVERALL PURPOSE OF THE ROLE:

To lead and manage the Learning & Engagement department and team, overseeing the development and delivery of a dynamic cross-artform programme of courses, workshops and engagement projects for adults and young people at Brewery Arts.

MAIN TASKS

Programme Development

1. Develop and implement the long-term strategy for the L&E programme, providing a vibrant and inclusive creative hub for people of all ages and backgrounds to engage with learning activities across visual art, craft, drama, dance, music, literature, film and creative media, in collaboration with the L&E team and the CEO/Artistic Director.
2. Develop and manage the Adult Learning programme of courses and workshops that are delivered by freelance and in-house tutors, ensuring activities are high quality, commercially profitable, appealing and competitive.
3. Maintain and develop the financial sustainability of the L&E programme, particularly Adult Learning, regularly reviewing and benchmarking provision and identifying ways to help boost sales and engagement.
4. Maintain and grow our network of L&E partnerships with education and community organisations, project delivery partners and creative practitioners.
5. Ensure the L&E programme reflects our strategic aims and our commitment to key funders, Arts Council England, Westmorland & Furness Council, and Kendal Town Council.
6. Contribute to funding proposals and the development of new engagement projects as part of the long-term strategy for the L&E programme.

Management and Delivery

7. Line manage the L&E team (L&E Officer: Visual Arts, L&E Officer: Dance, L&E Project Manager: Youth Music, L&E Administrator) providing guidance and support as they deliver courses, workshops, performances, exhibitions and engagement projects in their specialist artform areas.
8. Lead on the recruitment, management, development, training and supervision of the L&E team, and our pool of Creative Practitioners/Freelance Tutors.
9. Be the main point of contact for Adult Learning tutors, agreeing contracts and programme details ahead of each term and handling enquiries.
10. Oversee BYM (Brewery Youth Music), the new Youth Music funded project managed by the Youth Music Project Manager and delivery partners Horizon Studios.
11. Manage the L&E budget in liaison with the Finance Director and oversee the L&E team in managing individual budgets.

12. Oversee the evaluation of the L&E programme to ensure activities are relevant to audiences and delivering on the aims of the L&E strategy.
13. Work in partnership with the Marketing team to agree innovative and effective marketing strategies to increase the impact and reach of the L&E programme.
14. Be the Safeguarding Lead for the L&E department, ensuring the policy & procedures are in line with current best practice and that relevant staff and freelancers receive appropriate training and clearance.
15. Ensure compliance with all company policy including Health and Safety, in consultation with the Head of Production & Property, Head of Operations, and HR Manager.

Management Team Duties

16. Work in collaboration with the Management Team to support the ongoing development and smooth delivery of the organisation's business plan and strategic goals.
17. Maintain awareness of the entire organisation and activities, demonstrating high standards of care and service to artists, customers and colleagues.
18. Represent Brewery Arts at external meetings at local and regional level when required.

This list is not exhaustive. The organisation may evolve and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

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We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome applications from people who are Black, Brown, minoritised, LGBTQ+, or disabled, as people from these backgrounds are underrepresented in our organisation. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

QUALIFICATIONS & WORK EXPERIENCE	
• Experience of managing or supervising people	• Essential
• Experience of working in engagement, participation or education in the arts	• Essential
• Experience of Safeguarding of children, young people and vulnerable adults	• Essential
• Experience of working with diverse community groups and organisations	• Desirable
• Experience of managing theatre, music and performing arts projects	• Desirable
• Experience of talent development and artist support	• Desirable
• Experience of working with schools, colleges or universities	• Desirable
• Experience of delivering on Arts Council England priorities	• Desirable
SKILLS	
• Excellent communication skills (verbal and written)	• Essential
• Excellent organisational skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
• Strong numeracy skills and high levels of accuracy	• Essential
PERSONAL QUALITIES	
• Friendly and approachable with high standards of customer care	• Essential
• Strong commitment to Equality, Diversity and Inclusion	• Essential
• Commitment to personal and professional development	• Essential
• Ability to work under pressure and to meet deadlines	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Strong enthusiasm for the work delivered by Brewery Arts	• Essential
OTHER REQUIREMENTS	
• Ability to set up rooms, moving chairs and tables	• Essential
• Flexibility to work occasional evenings and weekends	• Essential
• First aid certificate or willingness to obtain one (provided by company)	• Essential
• A Disclosure & Barring Service (DBS) check (provided by company)	• Essential

TERMS & CONDITIONS

JOB TITLE:	Learning & Engagement Manager
Contract:	Permanent
Pay:	£32,500 per annum
Hours:	40 hours per week (excluding lunch breaks) Some evenings and weekends essential. No overtime is payable. TOIL must be agreed in advance with line manager.
Location:	On site at Brewery Arts, Kendal, with some options for flexible hours and occasional remote working.
Reports to:	CEO/Artistic Director
Responsible for:	Learning & Engagement Officer: Visual Arts (F/T), Learning & Engagement Officer: Dance (P/T), Learning & Engagement Administrator (P/T), Freelance Tutors & Project Managers (currently Theatre, Adult Visual Arts, Literature, Youth Music)
Notice Period:	8 weeks
Holiday Entitlement:	Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	<ul style="list-style-type: none"> • Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). • Discount on food in our catering outlets for staff + one. • A parking permit is given to staff to be used while at work.
Union:	An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.