

Learning Officer (p/t 3 days per week)

Part Time, Fixed Term Contract (12 months)*

Salary: £23,000 (pro rata).

Hours: 22.5 (3 days per week).

Location: Sampad offices, Midlands Arts Centre

Closing Date for Applications: Sunday 4th June 2023.

Interviews: Thursday 8th June 2023.

***This is offered as an initial 12 month fixed contract year contract, renewable subject to further funding.**



About the Role

We are seeking a highly efficient and experienced administrator with a keen interest/knowledge of the arts and learning to join the team as our Learning Officer. The role will be essential in supporting our ambition to engage more young people in our formal and informal learning work.

As our Learning Officer, you will support the development and delivery of learning programmes for families, schools and at times other groups. In this role you will perform a variety of tasks to support our learning programme ensuring that it runs smoothly. You will be a key point of contact for schools; maintaining good relationships with teachers, artists, partners and other stakeholders.

The role requires solid organisation skills with high levels of accuracy and attention to detail. We are looking for someone who is keen to make a difference, who has a passion for the arts and who can both be an advocate for Arts Education and Sampad's Learning Offer.

This is an exciting time to join Sampad as we are developing and expanding our learning programme. In this new role you will have the opportunity to work as an integral part of the team as well as making a difference to the newly launched Sampad Associate Schools initiative.

This role has been part funded by The Foyle Trust.

This role necessitates a Disclosure and Barring System check to safeguard working with children and vulnerable adults.

Learning Officer - What we are looking for

We are looking for someone who ideally has a good knowledge of both the arts and education and is passionate about the power of the arts to affect the lives of young people. You should be a self-starter but also able to communicate effectively and work well in a small team. A knowledge of South Asian Art forms is an advantage.

Responsibilities

- To be an advocate for Sampad Associate Schools and the value of Arts Education.
- Liaise with the Executive Director and Learning Manager on the overall planning and delivery of the Learning programme.
- Ensure the implementation of Safeguarding and other policies with the support of the Learning Manager.
- Write Risk Assessments as required for workshops or projects including ensuring venue has a risk assessment in place.
- Request Public Liability Information when appropriate from venues.
- Prepare resources/ resource packs as required for individual workshops & productions.
- Facilitating Arts Award information and requirements
- Ensure the smooth running of the learning programme including coordinating freelance artists to deliver our programme.
- Liaise with the marketing team to ensure adequate, appropriate promotions for events. Gather content for social media and other marketing.
- Work alongside the team on a range of projects as required.
- Represent the company at local events (notice will be given).
- Maintain an updated record of Sampad's learning programme including qualitative and quantitative data for monitoring and fundraising purposes.

Key Duties

- Work alongside the Learning Manager and Executive Director to launch and develop the Sampad Associate Schools Programme.
- Promote, coordinate and facilitate school bookings.
- Liaise with schools and artists with regards to bookings including Sampad requirements/logistics etc prior to each visit.
- Accompany and represent Sampad at schools where workshops are being delivered to ensure quality control and evaluation procedures are followed.
- Administration of learning programme; confirmation of workshops, room and studio bookings, issuing of artist and school contracts, processing of invoices and any other administration as required.
- Follow up workshops, visits, events with both artists and schools/ partners where required to collect feedback and building on-going relationships. This includes advising the Learning Manager of opportunities and concerns to follow up.
- Managing resources including materials required for learning programme.

- Maintain and update purchase order sheets and budgets as required
- Liaise with the Marketing Teams regarding the Sampad Associate Schools Learning Pages on the company website and other social media.
- Support Sampad communication and promotion by creating a Sampad Associate Schools Learning e-letter for news to schools, staff and other associates.
- Data Collection: Collect and collate monthly statistics related to pupil numbers and income and reporting back to the Learning Manager; collating and updating monitoring and evaluation data including updating Sampad's wider monitoring framework.
- Maintain a database of feedback from events, formal and informal learning experiences. Write evaluation reports where required.
- Support the Learning Manager at live events and schools performances and represent the Learning Department when required.

Person Specification

Essential qualities and experience.

You would be expected to meet all of these specifications

- Excellent written and oral communication skills.
- Experience of prioritising and managing multiple projects/people.
- Ability to disseminate information to a range of stakeholders with clarity.
- A keen eye for detail.
- Ability to engage with and inspire young people to become engaged with the arts
- Experience in the coordination and administration of a schools arts or learning arts programme/s or similar.
- Experience of and passion for the arts and/or arts education.
- Facilitation and advocacy skills to make links with and encourage those who have never participated in the arts before.
- Ability to generate and follow through on ideas which will enhance the successful delivery of learning projects.

Desirable qualities and experience

(Please try to give examples of these in your application where you have this experience, skill or knowledge)

- Knowledge of or experience of South Asian Arts.
- Knowledge or experience of working in the Birmingham area
- Knowledge of current Child Protection Policy / Child Performer Legislation.
- Experience of creating small film clips for social media marketing and film editing.
- Understanding of Microsoft Office (including Excel and Teams), Zoom and/or other online learning platforms
- Experience of working with volunteers on community projects.
- A background in or good knowledge of Arts in Education.
- Knowledge and understanding of Arts Awards

- The ability to work flexibly with a busy and changing organisation.
- An understanding of and commitment to equal opportunities and diversity.

Financial details

Salary: £23,000 pro rata [= £13,800.00 for a 22.5 hour week] Contract: Temporary/Fixed Term (1 year). Six month probationary period. One month notice thereafter. Holiday Entitlement: 23 days pro rata plus Bank Holiday & 1 additional at Christmas.

This role reports to the Learning Manager.

Please note: this role is **office based**, based in our lovely office at Midlands Arts Centre but involves travel across the region supporting our learning programme.

How to Apply

Please complete an application form. CVs can be submitted but please note they may not be read as part of the process so we would advise that your application is completed in full, outlining why you are suitable for the role.

Alternatively, you may submit a video or audio recording of no more than 4 minutes detailing why you are suitable for the role (alongside a full CV).

Proposed Start Date: As soon as possible.



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