

**Community & Education Manager Job Description**

**Context**

Discover is the UK’s first Story Centre for children aged 0-11 and their families, based in Stratford, rooted in the borough of Newham, and resonating through east London and beyond. We are an inspirational cultural resource, providing excellent story-based play and learning experiences for all children to support and develop a love of language, literature, and storytelling. At the heart of the centre are our purpose-built Story Worlds and Story Garden which are creative play spaces designed to inspire children’s curiosity, creativity, and imagination.

Our temporary interactive exhibitions immerse families in enchanting, fantastical worlds, often working with popular authors and illustrators. The current exhibition is based on Fairy Tales, created in collaboration with David Litchfield and Ross Montgomery. The forthcoming exhibition, opening April 2022 is The 100 Story Hotel created with bestselling author and illustrator Rob Biddulph. We also curate a programme of high-quality story-telling events for 0-3’s and throughout the year we invite much-loved and up-and-coming authors, illustrators, poets, musicians, artists, and storytellers to run workshops and events

Our Community and Education projects prioritise communities most in need, through long-term, year-round projects such as Mighty Mega for disabled children and their families, and Story Sandwich for local families with children living in temporary housing. We work with our Children’s Forum to ensure that children’s voices are central to our organisation.

Alongside the offer in our venue we also deliver an extensive range of activities externally, creating and running programmes or events in schools, libraries, children’s centres, and parks. Over the last four years we have also delivered the Newham Word Festival; a two-week programme for adults and children at venues across the borough.

**Responsible to:** Head of Learning

**Responsible for:** Freelance artists, fixed term staff engaged to deliver specific education and community projects, and volunteers.

**Main Purpose of Position**

To work closely with the Head of Learning to ensure the Community and Education Programme is efficiently delivered and runs smoothly.

**Main Tasks:**

**Project Management**

* Manage and coordinate a portfolio of existing projects under the supervision of the Head of Learning; ensuring that all projects remain within budget.
* Be responsible for recruitment and management of Discover’s Children’s Forum and leading sessions when and as appropriate.
* Manage Mighty Mega, Discover’s club for disabled children and their families.
* Identify and recruit project participants, artists, potential partners and other organisations.
* Write contracts in consultation with the Head of Learning and CEO or Deputy CEO.
* Disseminate information about projects to staff and stakeholders
* Act as an advocate for Discover to outside agencies.
* Visit projects for the purposes of obtaining monitoring and evaluation information.
* Work with the Head of Learning to identify, research, instigate and deliver new projects in line with strategic goals and funding opportunities.
* Liaise with teachers, community organisations, artists and other agencies to ensure the smooth running of the project as directed by the Head of Learning.
* Manage project celebrations and events.
* Manage bookings for all training courses, tours and learning events.
* Support creation of educational content of immersive exhibitions within the centre.
* Support educational development & delivery relevant to the building and external projects.
* Support the delivery of the Newham Word Festival.

**Project Coordination and Administration**

* Monitor and update all community and education databases.
* Be a point of contact and answer queries from artists, venues and schools for the duration of a project and in general for the department.
* Produce copy in liaison with the Head of Marketing and the Head of Learning for school brochures, school letters and education packs.
* Work with the marketing team to creative effective outreach and marketing strategies.
* Manage Discover’s outreach programme.
* Coordinate professional development opportunities for teachers, librarians and educators in consultation with the Head of Learning and Head of Creative Events.

**Monitoring and Evaluation**

* Distribute and collect all monitoring and evaluation forms for all learning projects.
* Record and update participant numbers and detailed statistics.
* Evaluate and monitor projects and provide this information to the Head of Learning, Head of Development and Chief Executive for use in funding reports.
* Liaise with external evaluators when appropriate.
* Write reports for funders and supporters to deadlines.
* Write summative project reports for Discover to support internal reviews of projects.

**Line-management**

* Manage fixed-term staff engaged to deliver specific community and education projects delegating tasks, overseeing responsibilities and providing timely feedback and support.

**Other responsibilities**

* Manage the purchasing and maintenance of books available on the Story World.
* Represent Discover at external events and promote engagement opportunities to partners, teachers, families etc.
* Conduct desk-based research on arts engagement, storytelling, creative literacy, diversity in children’s publishing, SEND and other topics, as instructed by the Head of Learning.
* Deputise for the Head of Learning both at Discover and externally.
* Work with the whole Discover team to ensure the successful development of Discover, particularly the events team and marketing team.
* Take on any other duties as mutually agreed with the Head of Learning.

This job description reflects the requirements of Discover as of February 2022. The role and duties of the post are subject to change in line with the future development of Discover. The Head of Learning and Chief Executive reserve the right to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

**Person Specification**

**Essential**

* Experience managing and/or co-ordinating projects in an arts or education setting.
* Experience of developing and/or delivering arts-based workshops.
* Excellent administrative skills and attention to detail.
* Excellent oral, written, numeracy and communication skills including an ability to write clear and concise reports
* Ability and willingness to manage a demanding workload, work under pressure and meet deadlines.
* Familiarity with the needs of the education sector.
* Experience working with disabled children and families, and children with special educational needs (SEN).
* A knowledge and understanding of the UK’s school system and curriculum.
* Experience of collecting, recording and analysing data and other monitoring information.
* Experience of working with children aged 0-11 in both formal and informal educational settings.
* An understanding of safeguarding practices.
* Available to work weekends and evenings when required.
* An understanding of and commitment to the principles and practices of valuing diversity and equal opportunities.
* A commitment to Discover’s values and principles.
* An understanding of, and commitment to, consulting with children.
* Knowledge and enthusiasm of children’s literature and literacy.

**Desirable**

* Experience of working within a diverse environment.
* Knowledge and understanding of play techniques.
* Experience of delivering Arts Awards accredited projects.

**Type of Contract**

This post is offered as permanent, subject to a 4-month probationary period. The post holder will be required to undertake an enhanced DBS check.

**Location**

A regular presence is required in Discover Story Centre to deliver this role effectively however, it is possible to work remotely 1 day per week.

**Working Hours**

This post is offered on a full-time contract working 35 hours per week – Monday to Friday. Evening and weekends will be required for which time off in lieu will be given. Discover’s premises are fully accessible.

**Salary:** £27,000 per annum

**Holidays:** 25 days plus Bank Holiday

**How to apply:** Please submit your CV along with a completed Equality and Diversity Monitoring form, and a succinct cover letter (1 or 2 pages maximum) that focuses on your motivations for applying and provides any additional directly relevant evidence of where your experience and skills align with the requirements for the role. Applications should be emailed to [recruitment@discover.org.uk](mailto:recruitment@discover.org.uk) by 9am on Wednesday 9th March 2022. Please include your name and the post title in the subject line. We are excited to receive your application.

We expect interviews will take place on Wednesday 16th March 2022 at Discover Children’s Story Centre.