## **Learning and Events Coordinator**

## **Job Description, March 2025**

### **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 fantastical worlds, often working with popular authors and illustrators. 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 work prioritises communities most in need, through long-term projects such as Mighty Mega for disabled children and their families, and Story Sandwich for local families with children living in temporary housing. We regularly consult with our Children’s Forum to ensure that children’s voices are central to the organisation.

Discover has an exciting programme of events and exhibitions in the centre and beyond and is seeking a friendly, highly organised coordinator to join the Creative Programming team and ensure that everything stays on track. This is a great opportunity for someone who wants to mix office work with direct delivery in local communities, motivated by the opportunity to help inspire children and young people, and ready to be part of a busy creative team.

**Responsible to:** Community & Education Manager

**Main Purpose of Position**

The Creative Programming team plans and delivers a packed year-round programme of events, activities and exhibitions in Discover and beyond. The Learning and Events Coordinator will support the team – in particular the Creative Events Producer and Community and Education Manager – in the delivery of a range of internal and external activities such as creative workshops, author events, school visits and literacy programmes, outreach and community engagement projects.

**Main Tasks:**

* Support the Community & Education Manager and Creative Events Producer in liaising with community groups, teachers, artists and other agencies to ensure the smooth running of projects.
* Lead and support sessions, events and school workshops as needed.
* Ensure the successful delivery of internal and external events. This includes but isn’t limited to set up, artist and school liaison, ushering audiences, liaising with the operations team and Story Builders.
* General administrative support including answering phone and email queries, monitoring and updating basic databases, sharing information across the Discover team.
* Assist the team across specific projects, including administration, marketing, session planning, audience support and resource development. This will include:
	+ Mighty Mega Saturday club for children with disabilities, children with SEN, their families and carers – including responding to member queries, supporting some Saturday sessions, assisting with evaluation and feedback.
	+ Weekly Story Sandwich sessions for families in temporary accommodation – including welcoming families to Discover, managing administration of free ticket offers and annual passes, supporting Discover Story Builders during lunch time story telling for this group
* Supporting Creative Events Producer in administration and scheduling of the author and illustrator events programme, including processing of risk assessments.
* Ensure that Discover’s Story World books for the public are well maintained, adding new titles where needed, and liaising with the Community and Education Manager to make sure titles reflects the lived experience of Discover’s diverse local communities.
* Support on monitoring and evaluation of all learning projects and programmes, specifically record and update participant numbers and detailed statistics.
* Work with the whole team to ensure the successful development of Discover.
* Take on any other duties as reasonably required, as agreed with the Community & Education Manager.

This job description reflects the requirements of Discover as of March 2025. The role and duties of the post are subject to change in line with the future development of Discover.

**Person Specification**

**Essential**

* Excellent administrative skills and attention to detail.
* Excellent oral, written, numeracy and communication skills.
* Positive and friendly, able to meet deadlines as part of a supportive team.
* Some experience in arts, culture or heritage delivery whether paid or voluntary.
* Interest in arts management, culture and literacy, ideally children’s literature.
* Some knowledge of schools, the education system and understanding of the UK’s school system and curriculum.
* Demonstratable understanding of the demands of working with children aged 0-11 in both formal and informal educational settings, including an understanding of good safeguarding practice.

**Desirable**

* Local knowledge to East London or Newham.
* Knowledge and enthusiasm for children’s literature and literacy.
* Knowledge and understanding of play techniques.
* Experience working with disabled children and families, and children with special educational needs (SEN).

**Accessibility:** Please note that Discover’s premises are fully accessible.

**Terms and Working Hours**

This post is offered as a permanent full-time contract working 35 hours per week – Monday to Friday. Normal working hours are 9:30am-5:30pm.

Additional hours may be required to fulfil the requirements of the role (including weekend working), and Time off in Lieu will be granted for any additional hours which have been approved in advance with your line manager. Please note that you will not be required to work more than 48 hours on average per week.

The expectation that the successful candidate could work 3 days a week in the office, with the remaining two typically to be worked from home by agreement, where this does not conflict with other organisational needs.

**Salary**: £25,207 per annum

**Probation period:** The post is subject to a probationary period of 3 months during which notice period is 1 week on either side.

**Place of work:** Discover’s office (currently 383-387 High Street, London E15 4QZ)

**Holidays:** 25 days plus the usual Bank Holidays in England & Wales

**Requirements:** The post holder will be required to undertake an enhanced DBS check, and their employment is subject to providing original documentation to confirm that they have the right to work in the UK.

Equality and diversity:

Discover is committed to equal opportunities in employment practices and the provision of services and expects that this policy will be supported by everyone in the organisation.

We are very happy to make accommodations you require to support you in your application process, please let us know what we can do to help.

**How to apply:** Please submit your CV along with a completed [Equality and Diversity Monitoring form](https://discover.org.uk/wp-content/uploads/2022/08/Equality-and-Diversity-Monitoring-Form-1.docx), and a succinct cover letter (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 by midnight on Friday 27 June 2025. Please include your name and the post title in the subject line. We are excited to receive your application. Interviews to be held in person on the 8 July 2025 at Discover.

Discover values diversity and is an equal opportunities employer.

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