

Introduction

This pack contains information on the role of **Learning & Engagement Coordinator**, including the job description, person specification, overview of Photoworks and how to apply.

About Photoworks

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. We do not have a physical venue, but our online channels are always open. Our programme brings new experiences to audiences and opens new ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio.

We partner with organisations and venues across the UK to deliver our programmes. We are a small team of seven full-time and part-time staff, supported by freelancers and artist facilitators.

About the role

This is an exciting opportunity to build partnerships, develop and deliver award-winning activity across England. This role is part-time, 3 days per week.

About you

You are an enthusiastic and dynamic person with a passion for learning and engagement in the cultural sector.

We are an equal opportunities employer and welcome applications from candidates of all backgrounds.

To apply, please email your CV (no more than two pages) and a cover letter outlining how you meet the criteria for the role to jobs@photoworks.org.uk. You must also complete our

[anonymous monitoring form](#). If you would like to submit your application as a video or audio file, please contact jonathan@photoworks.org.uk. Deadline for applications is **9am on Monday 8 August 2022**. Interviews will take place online on **Friday 12 August 2022**.

Job title:	Learning & Engagement Coordinator (part-time)
Location:	Southeast England-based remote working with the option to be based in our office in Brighton. This role requires travel across both East & West Sussex to attend/support workshops.
Working hours:	Part-time, 3 days per week. Usual working hours are 8 hours per day. We have flexible start/end times between 08:00 - 9:45 and 16:00 - 18:00. Some evening and weekend working will be required (by prior agreement).
Line manager:	Director
Salary:	£21,000-£25,000 per annum pro rata, depending on experience
Pension:	Employees are entitled to a company pension.
Annual leave:	20 days' basic plus Bank Holidays (pro rata) and Christmas closure (office closes on 24 December and reopens on the first working day of the new year).
Contract type:	Fixed-term (two years followed by review). The contract includes a six-month probationary period.

Job description

Purpose of the role

Working closely with the Learning & Engagement Consultant, the Learning & Engagement Coordinator (L&E Coordinator) will be responsible for coordinating Photoworks' award-winning learning and engagement programme. The L&E Coordinator will be responsible for supporting delivery of high-quality programmes across the UK, working with strategic partners including specialist organisations, teachers, community groups and schools. The L&E Coordinator will play a key role in delivering Photoworks' commitment to reaching audiences who face barriers to engagement, including LGBTQ+ groups, those with disabilities and 'hard to reach' young people.

The L&E Coordinator will be responsible for ensuring that all activity complies with Photoworks' rigorous safeguarding standards.

Main responsibilities

- Working closely with the L&E Consultant, plan, coordinate and deliver learning and engagement programme activity aimed at targeted audiences including 'hard to reach' young people in and beyond formal education, LGBTQ+ groups and those with disabilities.
- With the L&E Consultant, recruit and oversee artist facilitators, acting as their main point of contact.
- Take responsibility for managing Photoworks workshop kit: maintaining equipment, managing booking systems, inventories and keeping batteries charged and SD cards backed up.
- Liaise with a range of strategic partners including specialist organisations and agencies, schools and teachers, universities and community groups.
- Working with the L&E Consultant, foster new partnership opportunities with organisations, schools and teachers.
- Working with the L&E Consultant and Curator, identify opportunities to integrate learning and engagement activities into the wider Photoworks programme.
- Work with the Deputy Director and Marketing Officer to ensure prompt and relevant communications of the programme across relevant communications channels (including website and social media).
- Coordinate smooth delivery of learning and engagement workshops & events.
- Ensure that all programme activity and events are documented and archived.
- Support the effective and ongoing monitoring, documentation & evaluation of Photoworks' learning and engagement activity.
- With the Deputy Director, grow the contact list of schools, teachers, and other target groups to enable us to effectively reach new audiences.
- Manage communication with participants, parents, and carers across all L&E programmes.
- Coordinate Arts Award delivery & digital badge accreditation for a range of participants.
- Ensure all activities comply with Photoworks' rigorous safeguarding standards and paperwork is kept up to date. This includes contracts, parental consent forms and workshop/event registration procedures.
- Coordinate venue booking.
- Work with the Deputy Director and Marketing Officer and L&E Consultant to co-ordinate (promote, book and manage) online and face to face events and activities during the Photoworks festival and other major programme outputs.

- Ensure digital learning content (resources, virtual tours, showcases etc) is regularly uploaded to the website and kept up to date.

Other

- Manage and act as point of contact for L&E volunteers working to support the L&E programme, e.g. Photography Club.
- Assist the team in the efficient day-to-day running of the organisation when needed.
- Act in accordance with Photoworks policies including diversity, equal opportunities, safeguarding and H&S.
- All Photoworks employees are required to support the organisation's fundraising aims - by acting as ambassadors for the organisation, supporting relationships with existing and prospective funders, and identifying opportunities.
- As a member of the Photoworks team you will be an advocate for the organisation and will be asked to attend key events and exhibitions in our programme, which includes UK travel.

COMPETENCIES

Knowledge and experience (essential)

- Two years' experience of working in a similar role.
- Experience of teaching or leading creative development activities.
- Educated in a relevant subject, or good general knowledge of history of art/photography practice, or experience of working in the (visual) arts (including voluntary/freelance roles).
- Experience of programming and delivering activities for a range of different groups e.g. children and families, schools, 'hard to reach' young people, LGBTQ+ groups, those with disabilities.
- An in-depth knowledge of, and experience of implementing, safeguarding procedures when working with children and vulnerable groups.
- Experience of working within a team and with a range of partners, with a flexible, open and collaborative approach.
- Experience of commissioning work from, and overseeing the work of, artists and other freelancers.
- Knowledge and understanding of relevant accreditations and standards including Arts Award and Artsmark.
- Experience of managing and forecasting budgets.
- Experience of working with schools and teachers, and an understanding of the primary and secondary curriculum.

Knowledge and experience (desirable)

- Experience of working with/developing volunteers or placements.

- Experience of supporting the personal and professional development of young people e.g. through mentoring.
- Specific experience of designing and delivering LGBTQ+ focused activities.
- Trained and/or experienced Arts Award Adviser (in particular, Bronze and Silver).

Skills and abilities (essential)

- Excellent organisational skills, with the ability to plan and deliver multiple projects simultaneously to time, to budget and to a high standard.
- The ability to stay calm under pressure and prioritise workload to accommodate urgent tasks.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues and stakeholders, and a positive manner.
- Commitment to promoting and supporting principles of diversity and inclusion through programming and your approach to work.
- High degree of IT literacy, including proficiency in using all Microsoft Office applications and wordpress
- Excellent communication skills with the ability to communicate effectively with a range of young people, artists and external partners.
- Facilitation skills, with the ability to support individuals and groups (e.g. children and young people) to work collaboratively, to develop their skills and experience.
- Full clean driving license.

Skills and abilities (desirable)

- Ability to write and edit programme text which is accessible to a wide range of people.

Attributes and personal qualities

- A commitment to, and understanding of, the principles of diversity and representation combined with how to apply them to everything you do at work.
- Strategic and creative thinker, flexible and open to new ways of working.
- Passion for communicating with and inspiring audiences, communities and partners.
- A strong interest in learning and engagement in the cultural sector.
- Knowledge of and interest in history of photography/history of art, contemporary photography and cultural trends.
- Interest in working at Photoworks.