



JOB DESCRIPTION.

JOB TITLE	Learning Manager (Projects)
REPORTS TO	Deputy Head of Learning
DEPARTMENT	Globe Education

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

PURPOSE OF JOB

Shakespeare's Globe's Education department comprises 3 main areas: Learning, Events and Higher Education & Research.

The term "learning" is used to refer to all programmes and projects that engage with young people and their teachers and carers in formal and informal settings. These include workshops on site as part of the *Lively Action* programme, projects created with and for the Southwark Community and Continuing Professional Development courses for teachers. Workshops and projects are delivered by a team of Globe Education Practitioners.

The Learning Manager (Projects) will be responsible for the planning and delivery of Globe Education's projects and productions created for school students and teachers such as Playing Shakespeare with Deutsche Bank, Continuing Professional Development for Teachers, Courses for Students and Southwark Community Projects. They will ensure that these are resourced and delivered to a consistently high standard.

PRINCIPAL RESPONSIBILITIES

Project Management

Working with the Head of Area and Deputy Head of Area:

- Draw up and monitor the budget for learning projects.
- Plan the implementation of each project and contribute to the design / creative phases and evaluation of project objectives.
- Ensure that project goals and objectives are clearly communicated in a compelling way to all stakeholders and clarify information as necessary.
- Provide regular project status updates to the team and any stakeholders, advising of potential issues and providing solutions.
- Ensure that each project is resourced correctly and appropriately.
- Prioritise own and team responsibilities and activities.

Team Management

- Provide line management for two coordinators and one assistant.
- Ensure that the team have the right priorities in delivering the project objectives and manage their workload appropriately.
- Hold regular team and individual progress meetings.

- Ensure that the team are aware of the role in the project and establish what the standards for their work should be.
- Provide performance feedback.

Fundraising / Sponsorship

Working with the Head of Area and Deputy Head of Area:

- Devise sponsorship proposals for Project funding and ensure that sponsored projects are monitored and evaluated in line with sponsorship guidelines.
- Represent Education, when appropriate, at meetings with sponsors.
- Help to develop Education's profile (with schools in particular), working, when appropriate, with the Press and PR department.

Other

- Attend departmental/ company meetings as necessary.
- Meet regularly with freelance staff who deliver the work of the Learning department to provide project briefs, assist in planning etc.

PERSON SPECIFICATION

ESSENTIAL

- Relevant experience in a similar role.
- A demonstrable understanding of education sectors; both the formal sector and informal learning sector.
- Proven project management skills, gained through having developed and managed projects independently.
- Experience of creating and managing project budgets.
- Experience of managing a team of people.
- Strong organisational skills with attention to detail and the ability to prioritise and work effectively to deadlines.
- Ability to use own initiative to anticipate and resolve problems.
- Excellent communication skills with the ability to build effective working relationships with a wide range of people at all levels, internally and externally.
- Ability to analyse and present complex data and make recommendations for action/improvement.
- A strong customer service focus.
- Ability to work effectively in a team environment and be a supportive team member.
- Sound working knowledge of MS Office (including Excel).
- A commitment to equal opportunities principles and practice.

DESIRABLE

- Knowledge of Safeguarding of Young People and Vulnerable Adults.
- An understanding and belief in the role that the arts can play within social contexts and the personal development of young people.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent / Full-time (happy to discuss flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

- Hours:** 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.
- Salary:** £29,000 to £31,000 per annum dependent on experience
- Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.
- Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with

required employer contributions.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.