



JOB DESCRIPTION.

JOB TITLE	Senior Coordinator, Higher Education (Maternity Cover)
REPORTS TO	Higher Education Manager
DEPARTMENT	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

Curiosity, experimentation and Shakespeare for all sit at the heart of Education at Shakespeare's Globe. Building on the legacy of the department's first thirty years, we carry forward popular and dynamic programmes to inspire students of all ages to learn about and love Shakespeare. Equality, diversity, inclusion and anti-racism underpin all that we do as we aim to foster an ethos of community, curiosity, quality and collaboration.

PURPOSE OF JOB

To support the Higher Education Manager in planning, resourcing and evaluating our Higher Education programme of work. To support the Coordinators to ensure that each session is planned, staffed and resourced to a consistently high standard.

PRINCIPAL RESPONSIBILITIES

- Share responsibility for the central operational programming of all courses, ensuring that each programme is planned, staffed and resourced to a consistently high standard.
- Have oversight on the scheduling and the smooth daily running of all Higher Education programmes, in consultation with the Higher Education Manager.
- Provide day to day supervision to the Higher Education Coordinators to ensure the smooth planning and delivery of our courses.
- Be responsible for briefing team members to ensure the successful creation of course outlines and support materials.
- Act as the main point of contact for students on selected Higher Education courses, ensuring students are well supported with their educational requirements in addition to offering pastoral care, whilst keeping close communication with their home institution.
- Liaise across the wider organisation to ensure that all procedures for security, health and safety and good housekeeping are properly carried out in line with working practices for Education and that any appropriate Shakespeare Globe Trust codes of practices and procedures are followed.
- Assist the Higher Education Manager in shaping and implementing department and area wide policies and procedures, relevant to both permanent and freelance staff.
- Work with the Higher Education Manager to ensure that courses are monitored and evaluated in an appropriate way and feedback is appropriately communicated to all stakeholders.
- Manage selected Higher Education events such as Final Scenes Presentations, Receptions and student welcome and inductions.
- Ensure the principles of the Globe's access policy are upheld.

- Deputise for the Higher Education Manager as required.
- Contribute to discussions around the recruitment of new staff. Share responsibility for the induction and training of new members of the Higher Education team, including support or ancillary staff.
- Provide coordination and support for Higher Education festivals.
- Provide support for key departmental and one-Globe programmes of work.
- Attend all meetings as required.

Finance

- Assist the Higher Education Manager in the accurate monthly reporting of income, expenditure and Key Performance Indicators (KPIs) – training will be given.
- Work with the Finance Department and the Higher Education team to ensure the accurate, prompt payment of all freelance staff working on Higher Education courses.
- Ensure that all individuals and partner organisations are invoiced in a timely manner.

PERSON SPECIFICATION

- Strong planning and organisation skills.
- Experience working with creative people and/or academics and/or within a creative and/or educational environment.
- Experience supervising or leading a team
- Customer focused approach ensuring high standards of service delivery.
- Meticulous attention to detail.
- The ability to prioritise a varied workload to achieve deadlines whilst responding rapidly and effectively to changing situations
- Excellent communication (both written and verbal) and interpersonal skills with the ability to deal with a wide range of people at all levels.
- Good numeracy skills.
- Ability to work with discretion and tact
- IT literate and competent in the use of Microsoft Word, Microsoft Excel and Outlook.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures. Any job offer will be conditional upon submission of satisfactory references and DBS check, as well as proof of the right to work in this country.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Fixed Term Contract to February 2022 / Full-Time

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

Hours: **35 hours** per week exclusive of meal breaks. Hours at evenings and weekends will be required (agreed in advance) and additional hours may occasionally be required, for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: **£25,500** per annum from 1 November 2021.
Globe staff are all working with a 10% salary reduction until October 2021

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 shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work

scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

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.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.