

**Job Description**

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| **POST DETAILS** |
| **Organisation** | The Marlowe Trust |
| **Job title** | Director of Learning and Participation |
| **Reports to** | Chief Executive  |
| **Grade** | E |

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| **JOB PURPOSE** |
| Leading on the strategic development, management and implementation of The Marlowe’s Learning & Participation work across three strands of Young People, in Education and Community, in line with the ambitions and priorities in our Business Plan. |

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| **PRINCIPAL ACCOUNTABILITIES** |
| * To develop and maintain key external learning and participation partnerships and relationships (including our Resident and Associate Companies, local schools & FE colleges and the wider education and community sectors)
* To represent L&P internally at programming and to champion The Marlowe’s work both regionally and nationally.
* To play a leading role in the development of the Marlowe Kit as a Learning Centre at the forefront of contemporary practice.
* To contribute to the development of policy and play a significant role in the strategic direction of the Theatre as a member of the Strategic Management Team.
* To lead and develop the team, ensuring that staff are effectively recruited, have development opportunities and are supported and managed to deliver to agreed targets.
* To drive your own career and skills development, making the most of the opportunities made available to you.
* To work, and ensure your team works, in a safe and legal way to comply with regulatory and legislative requirements and to be The Marlowe’s Safeguarding Officer.
* To live the Marlowe’s values by being authentic, supportive, resilient, collaborative, inclusive and passionate in everything you do and to encourage your team to do the same.
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| **REQUIRED ATTRIBUTES** |
| **Knowledge** | * Good knowledge of policy and practice in the education sector
* Good knowledge of community arts best practice
* Good knowledge of contemporary theatre
* A commitment to, and understanding of, safeguarding and health and safety procedures within a theatre environment
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| **Skills** | * Good project management skills
* Advanced written and verbal communication skills
* Good people management skills
* Good budgeting and financial planning skills
* Basic IT skills
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| **Experience** | * Significant experience in learning and participation within a performing arts venue or equivalent, including roles at a senior level
* Previous experience as a senior manager or as a member of a leadership team
* Experience of leading learning and participation projects, ideally within a regional theatre context
* Some experience of identifying and building fundraising opportunities
* Proven line management experience
* Experience of effectively scoping, resourcing and scheduling youth, community and learning projects
* Experience of setting and managing budgets
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| **Qualifications** | We value education and a degree level qualification is desirable for this role. We will, however, consider applications from suitable skilled and experienced candidates without a qualification. |

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| **JOB DIMENSIONS** |
| **Annual budgetary amounts** |  |
| **Number of staff reporting to the job holder** | Learning & Participation ManagerCommunity postL&P Producer |
| **Any other relevant statistics/information** |  |

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| **WORKING ENVIRONMENT** |
| Some evening and weekend work. |

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| **ORGANISATION CHART** |
| See attached. |

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**December 2021**