

**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 |
| **Skills** | * Good project management skills * Advanced written and verbal communication skills * Good people management skills * Good budgeting and financial planning skills * Basic IT skills |
| **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 |
| **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 Manager  Community post  L&P Producer |
| **Any other relevant statistics/information** |  |

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

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**December 2021**