

Royal & Derngate Job Description

Department:

Arts Team

Job Title:

Creative Learning Administrator

Responsible to:

Creative Learning Director

Job Purpose:

To carry out the administration of Northants Cultural Education Partnership (NCEP) and the ongoing development across all strands of Royal & Derngate's Creative Learning Provision.

Key Task Areas:

Creative Learning Support

- To undertake administration activities across all Creative Learning strands.
- To work with Creative Learning Team to ensure all provision data is recorded.
- Support the Creative Learning Team with funding applications.
- To play an active role in the ongoing development of Royal & Derngate's Creative Learning strategy.
- To coordinate freelance practitioners delivering Creative learning activities.
- To keep abreast of developments in the arts and cultural education sector including Artsmark and Arts Award.

Northants CEP UNLOCK Programme

- To carry out the administration of the UNLOCK programme, including liaison between partners and schools.
- To assist with the recruitment of schools to the NCEP UNLOCK programme.
- Assist with marketing Creative Learning events, including the UNLOCK Arts Day.
- To co-ordinate evaluation and reporting requirements.

Additional Responsibilities

- Promote and adhere to the organisation's culture and values.
- Be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, General Data Protection Regulations and Equality Act.
- To undergo relevant training and development required by the Creative Learning Director.
- To carry out any other tasks that will, from time to time be allocated by the Creative Learning Director on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

Royal & Derngate

Person Specification

Essential	Desirable
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of working within an education and/or Creative Learning arts setting • Experience of project coordination • Experience of working effectively with personnel at all levels and across different sectors • Experience of implementing / maintaining administrative systems/procedures <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Knowledge of safeguarding policies and procedures • Knowledge of GDPR requirements • Understanding of, and commitment to, participatory arts • Good knowledge of office administration systems <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Excellent IT skills in Microsoft Outlook, particularly Excel and Word • Excellent organisational skills • Excellent communication skills, both oral and written • Attention to detail • Maintaining confidentiality • Excellent time management skills • Operates effectively and consistently under pressure • Ability to act on own initiative • Proven commitment to equal opportunities and inclusion • Ability to prioritise a varied workload, balance competing demands and meet deadlines • Confident and collaborative personality 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of data and reporting systems such as Tessitura • Experience of evaluative reporting methods • Experience of marketing and online communication methods • Experience of working within an arts and/or education setting <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Degree qualification in related subject (or equivalent) • Familiarity with Arts Council Seven Quality Principles • Familiarity of Arts Council England Let's Create Strategy • Artsmark and Arts Award requirements • Knowledge of the challenges facing arts education and the role of LCEPs in addressing this <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Ability to use image, film and sound editing programmes • Professional training working within arts and/or education settings • Evaluation and data reporting • Willingness to share skills • Driving licence and access to a vehicle

Royal & Derngate

Summary of Terms & Conditions

Job Title	Creative Learning Administrator
Contract	Part-time - Permanent position
Salary	£12,648 (pro-rata £19,500) per annum paid monthly on 20 th of each month.
Hours of Work	24 hours per week Monday to Friday - may require evening and weekend working
Work Location	Royal & Derngate, Guildhall Road, Northampton NN1 1DP.
Holidays	Holiday year April – March 149 hours per annum (including statutory holidays) pro-rata in 1 st holiday year 158.5 hours per annum after 3 years continuous service 173 hours per annum after 5 years continuous service
Notice Period	4 weeks (once completed probationary period)
Subject to:	Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016
Pension Scheme	Contributory staff pension, 5% employee and 3% employer. NAMT pension scheme is provided by NOW pensions. NAMT will contribute after 3 months service
Additional Benefits	Free Employee Assistance Programme run by Health Assured Complimentary tickets available on selected shows throughout the year. 10% discount at our bars and theatre shop.