**LEARNING OFFICER**

**APPLICATION PACK**

Thank you for your interest in the above vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form
2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role
3. Up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Ioannis Ioannou by email: [ioannisioannou@creativefoundation.org.uk](mailto:ioannisioannou@creativefoundation.org.uk)

**Deadline**

Closing date for applications: Friday 4th September 2015

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels   
 attractive

Objective 4: Encourage creative engagement by relevant bodies and   
 individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive  
 creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital   
 technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values   
 and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

<http://www.creativefoundation.org.uk/>  
  
Other Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Learning Officer

**Salary:** £23,000 per annum

**Reports to:** Marketing and Engagement Manager

**Location:** Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Full time**

**Purpose of Job/Key Objectives**

The key aim for this role is to develop and deliver an inspiring formal and informal learning programme for schools and young people from Folkestone and beyond, linked to the Creative Foundation projects (Creative Quarter, Quarterhouse, Book Festival, Folkestone Artworks and Folkestone Triennial), to give a balance of wide participation and life changing opportunities for young people in the region.

Working closely with the Marketing and Engagement Manager and all Creative Foundation staff, you will collaborate with schools, youth groups, universities and colleges ensuring they get the most from all the Creative Foundation projects.

You will facilitate exceptional creative learning activities, build effective systems for managing projects from initial idea through to finished product, as well as forging great relationships with teachers, parents and education organisations whether they are art enthusiasts or not.

**Principal Duties/Tasks and Responsibilities**

* To manage and deliver the schools and young people public programmes for Folkestone Triennial 2017 to ensure a high quality, creative and effective learning experiences for these audiences attending the exhibition.
* To manage and deliver our schools and young people formal and informal learning programme for Quarterhouse to increase participation and attendance at shows, projects and events.
* To manage and deliver our schools and young people formal and informal learning & engagement programme for Folkestone Artworks to enhance the visitor experience and use the artworks as stimuli for learning projects.
* To manage and deliver an internships / apprentices programme for young people at Folkestone Creative Quarter. To provide placement opportunities and work experience for young people with the creative businesses in the area.
* To manage and deliver the schools and families programme for Folkestone Book Festival to increase participation and attendance at events and diversify the existing core audience.
* To work with the Creative Foundation team on the development of our learning methodology for young people and the devising and delivery of existing and new learning projects. To create learning resources for use within and outside the classroom.
* To work with commissioned artists to devise and deliver workshops and creative projects related to their work.
* To develop and maintain relationships with other organisations and agencies working with children and young people to recruit for and deliver high quality creative projects.
* Be inspired by the opportunity to support development at a local level, enabling children, young people and families in East Kent to thrive and enjoy the arts.
* Encourage children and young people from Folkestone and Kent to make the most out of the Creative Foundation’s Arts Award offer.
* To assist the Development Team with any fundraising initiatives related to formal and informal learning programmes across all five Creative Foundation projects.
* To manage internal assessment and evaluation of the programme and to support external assessments of it, as appropriate.
* To monitor attendance at and recruitment to our learning programmes to ensure our priorities and targets for engaging the widest range of children, families and young people with our work are met.
* To risk assess all activity and ensure that it complies with Creative Foundation child safeguarding and health and safety policies.
* To commit to the principles of the Creative Foundation and champion our work with children, families and young people.
* To support the Marketing and Engagement Manager as and when required in all aspects of business and administrative activities related to the learning programme and market and promote the programmes across Kent.
* All other reasonable duties, as may be requested from time to time, by the Marketing and Engagement Manager.

**NB. This job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive without change to the level of responsibility appropriate to the grading of the post.**

**Person Specification**

You will have engagement / outreach, managerial and administrative experience. You will recognise creativity in everyone and as a skilled collaborator have experience of managing and co-ordinating formal and informal learning projects. You will have excellent facilitation, project management and interpersonal skills and experience of leading outstanding creative learning events within an arts context.

Please note that this post will require CRB clearance.

Out of office hours working will be required.

# Essential

* Experience in devising, delivering and managing high quality learning programmes for children and young people.
* Excellent written and communication skills, in particular the ability to communicate clearly and confidently with both specialists and diverse audiences with differing expertise.
* Excellent event organising skills.
* Excellent administrative skills with a high level of accuracy and attention to details, including the ability to manage budgets.
* Experience of working closely with teachers and schools, parents, carers, youth leaders and understanding their needs.
* Experience of working in community learning or a theatre / museum / gallery / heritage environment.
* Project management experience.
* Ability to prioritise and manage own workload.

## Desirable

* Degree qualification in a related field.
* A broad understanding of contemporary visual and performing arts and creative industries.
* Experience of working with young people from a wide range of backgrounds and with a diverse range of needs.
* Experience of working with artists to develop creative community learning opportunities.
* Experience of evaluating own work and of working with independent evaluators to measure the impact of learning initiatives.
* Experience of current child safeguarding and health and safety best practices.

### Attributes

* A positive team player
* Creative and innovative
* A curious and enquiring mind
* A natural collaborator with ability to work with and inspire a wide range of people
* Demonstrates initiative when required
* Calm, focussed and motivated under pressure
* Reliable, good time keeper, practical and resourceful
* Business-appropriate demeanour and personal presentation
* Discretion and confidentiality
* Positive response to working in a target-driven environment
* Hard working and energetic
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.

**LEARNING OFFICER**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |

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| --- |
| How did you hear about this vacancy? |

|  |
| --- |
| What is your earliest availability to take up this new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

Signature: Date:

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the post of Learning Officer, and what skills will you will bring to the role?

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** Learning Officer

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender:** | | Male | | |  | | | 🞎 | |
|  | | Female | | |  | | | 🞎 | |
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| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | 🞎 | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | |
|  |  | | |  | |  | | |  | |
| A | White | | |  | |  | | |  | |
|  |  | | |  | |  | | |  | |
|  | British | | |  | |  | | | 🞎 | |
|  | English | | |  | |  | | | 🞎 | |
|  | Scottish | | |  | |  | | | 🞎 | |
|  | Welsh | | |  | |  | | | 🞎 | |
|  | Irish | | |  | |  | | | 🞎 | |
|  |  | | |  | |  | | |  | |
|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | |
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| B | Mixed | | |  | |  | | |  | |
|  |  | | |  | |  | | |  | |
|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | 🞎 | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | |
|  |  | |  | | | | | | | |
| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
|  |  | |  | | | |  | |  | |
|  | Indian  Pakistani | | | | | |  | | 🞎 | |
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|  | Bangladesh | | | | | |  | | 🞎 | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | | |
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|  | Caribbean |  | | | 🞎 |
|  | African |  | | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | | |
|  |  | |  | |  |
|  | Chinese | |  | | 🞎 |
|  | Vietnamese | |  | | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | | |
|  |  |  | | |  |
| F | Other Ethnic Group | | | |  |
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|  | Please write in: ………………………………………………… | | | | |
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| **Disability monitoring** | | | | |  |
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| Do you consider yourself disabled? | | | | |  |
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| Yes | |  | | | 🞎 |
| No | |  | | | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | | |
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| …………………………………………………………………………………………………… | | | | | |
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