



LEARNING MANAGER

JOB DESCRIPTION

JOB TITLE:	LEARNING MANAGER
BASED:	The LookOut Discovery Centre, Hyde Park, London, W2 2UH
SALARY:	£33,700 - £36,000 per annum pro rata
TERMS:	Four months contract, full time, shared parental leave cover from Monday 6 August to Friday 7 December 2018.

REPORTING TO:	Head of Learning, The Royal Parks
RESPONSIBLE FOR:	Two Learning Officers, Community Learning Officer, Operations Officer, casual field tutors and Learning volunteers.
LIAISON WITH:	Other Development & Learning Directorate teams, relevant Park teams, partners, schools and the public.

JOB PURPOSE:	To manage The Royal Parks Learning programme and team, under the direction of the Head of Learning.
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STRATEGIC OBJECTIVES:

1. Manage a small dynamic team plus casual field tutors when required
2. Ensure that the planning, development and delivery of our school sessions, community events, projects and learning resources are of the highest standard
3. Develop new cross-curricular STEAM sessions, to include arts, heritage and wellbeing, with the support of the team
4. Continue to build strong, productive relationships with schools, education, nature and heritage organisations, as well as other relevant stakeholders.

RESPONSIBILITIES

Management

- Line manage the Learning team (2 Learning Officers, 1 Community Learning Officer, 1 Operations Officer, casual field tutors and volunteers), meeting regularly to ensure individual workloads, objectives and training needs are met
- Recruit and coordinate casual field tutors and oversee volunteer coordination as and when required
- Oversee schools sessions and community event bookings, ensuring a high standard of communication throughout
- Work with the Communications team to supervise communications and marketing plans to engage current and new audiences
- Manage programme resources, ensuring educational equipment is maintained and/or replaced when necessary
- Manage operational budget, keeping expenditure records up to date in line with annual budget
- Produce all Learning related Risk Assessments with the support of the team
- Act as Assistant Safeguarding Lead for The LookOut Discovery Centre, Hyde Park.

Planning, delivery and evaluation

- Be able to step in and cover sessions as required, from groups ranging from EYFS to A-level
- Be prepared to cover occasional evenings and weekends when required
- Plan, deliver and/or evaluate relevant programme elements and projects, as and when needed
- Ensure feedback from visitors is captured, and personal data is managed according to organisational guidelines. Gather feedback, recommendations and lessons learned for future programme development
- With the team's support, plan and develop creative, engaging learning sessions and related materials from EYFS to post-16, as and when required.

Development and partnerships

Work with the Head of Learning to:

- Produce reports for donors, sponsors and other partners when required
- Support with proposals for potential funders and help develop new initiatives if required
- Strengthen partnerships and develop opportunities to enhance the programme
- Promote the highest professional standards and harmonious working relationships
- Represent The Royal Parks Learning programme at meetings and events, when required by the Head of Learning
- Work on other duties may be reasonably required from time to time

PERSON SPECIFICATION

We are looking for an experienced outdoor learning professional, with extensive experience managing learning programmes and delivering learning outside the classroom for young people, families and adults.

Competencies / Selection criteria
Qualifications
<ul style="list-style-type: none">• Degree level qualification in an environmental or science subject (i.e. Natural Sciences, Biology, Geography, Ecology, Zoology)
<ul style="list-style-type: none">• Education or training qualification (QTS, PGCE)
<ul style="list-style-type: none">• Safeguarding and First Aid Certificates
Experience
<ul style="list-style-type: none">• Successful experience in managing and developing education programmes outside the classroom
<ul style="list-style-type: none">• Proven experience in teaching environmental education with a broad experience working outside the classroom (focus on secondary school, A-level, BTEC)
<ul style="list-style-type: none">• Demonstrable experience in managing a team
<ul style="list-style-type: none">• Experience developing positive working relationships
<ul style="list-style-type: none">• Experience managing team resources and day to day expenditure
Skills, Knowledge and Ability
<ul style="list-style-type: none">• Strong planning and management skills
<ul style="list-style-type: none">• Ability to prioritise a heavy workload, manage tasks simultaneously and perform effectively under pressure
<ul style="list-style-type: none">• Thorough working knowledge of the National Curriculum, STEM and current trends in the Education sector
<ul style="list-style-type: none">• Ability to engage children and adults with nature and heritage
<ul style="list-style-type: none">• Knowledge of safeguarding and ability to promote the welfare of children, young people and adults at risk
<ul style="list-style-type: none">• Excellent written and verbal communication skills with a confident manner
<ul style="list-style-type: none">• Excellent numeracy skills, computer literate with good operational knowledge of Microsoft Office package; familiar with classroom technology
<ul style="list-style-type: none">• Ability to use IT and equipment in an educational setting
<ul style="list-style-type: none">• Proactive, enthusiastic and willing to take on a wide range of tasks
<ul style="list-style-type: none">• A lateral thinker, with a creative and flexible approach to work

Please note that because this job may involve working with young people and adults at risk, we will ask you to complete Enhanced DBS check. You must tell us in your application if you have any convictions, bind-overs or cautions, even if they are spent under the Rehabilitation of Offenders Act 1974. Please note that disclosing a conviction does not necessarily bar you from appointment.