



Job Description and Person Specification

Learning Project Manager

Hours: 21 hours (part-time), 3 days per week with flexibility on days worked between Mon to Fri 9am-5pm

Location: On-site Bow Arts office/hybrid

Salary range: £26,500 per annum pro rata

Benefits: 25 days holiday entitlement pro rata, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, staff socials

Duration: Fixed Term, 12 months with possibility to extend

Reports to: Head of Learning

Context of role

We create inspirational, supportive environments where artists and communities interact, learn and flourish. Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 900 artists, designers and makers are affiliated with Bow Arts through our workspace,

affordable housing for creatives, and innovative schools and young people's learning programme.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address the possibility of unconscious bias.

We are seeking a Learning Project Manager to join the Bow Arts team. The role holds a key position in the Learning department overseeing securing, planning and managing a portfolio of artist-led learning projects and programmes. They perform a key operational role within the department to ensure a high-quality service for schools, learning settings and artist educators. This role involves work off site in schools.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.

Job Description

Main Tasks:

1. Client Relations

- To instigate relationships with new learning school clients
- To maintain and manage excellent working relationships with existing schools
- To provide an information and advisory service in the development of artist-led learning programmes
- To advocate the work of Bow Arts locally, regionally and nationally

2. Project Development and Management

- To research and develop new income generating schools projects in close consultation with the Head of Learning and the team
- To research and develop professional development opportunities for teachers, school staff and Learning artists in close consultation with the Head of Learning
- To recruit, manage and monitor artists and other contractors for the programme of work
- To creatively assist client and contractor planning, drawing on learning

from previous projects

- To assist clients by ensuring that any programming builds on their strengths and addresses their needs, and where possible, involves children and young people in shaping the programme
- To follow the Bow Arts systems and protocols for planning, contracting, delivery and quality assurance
- To contribute to the evaluation and monitoring of the programme, implementing the Bow Arts evaluation framework

3. Finance

- To prepare and monitor all project budgets and finances in consultation with the Head of Learning
- To ensure correct invoices are created and sent out on time, in liaison with the Learning Administrator
- To undertake duties with an awareness of the need to promote cost-effective and efficient management, taking into account both post requirements and company finances as a whole
- To liaise with the Finance and Administration team with regard to maintaining accurate financial records

4. Marketing and Communications

- To oversee the sales of educational projects and resources to new and existing clients, alongside and assisted by the Learning Administrator
- To contribute to the Learning Department marketing plan, including the supply of print and website copy and case studies where required; and contribute towards digital and social media platforms

5. Other Duties

- To contribute to the activities of other departments if necessary and as directed by the Head of Learning
- To actively promote the organisation's Safeguarding Policy
- To attend staff and other Bow Arts meetings. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL as agreed with your line manager in advance.

The above list of duties is indicative only and not exhaustive. The Learning Project Manager is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification

Driven and passionate to improve opportunities and outcomes for children and young people
Experience of devising and managing high quality arts learning projects for children and young people in collaboration with schools and artists
Experience of working with a range of schools and other partners, building and maintaining excellent relationships
Ability to successfully communicate with teaching staff, artists and other partners, as required, building and maintaining a high level of client care and satisfaction in meetings, by email and phone
Proven track record of sales in an educational context
Ability to successfully manage multiple projects simultaneously
Excellent organisational and relational skills, an engaging and self-assured personality and enjoy dealing with a wide variety of people
A thorough knowledge of the formal education sector and the needs and issues faced by schools
Methodical, thorough and enjoy attending to detail whilst able to multi-task efficiently
An awareness of diversity and inclusion and how it relates to the role
Experience of preparing and managing project budgets

To apply for this role, please complete the [application form](#) and [equal opportunities monitoring form](#). CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email recruitment@bowarts.com

Application Closing Date: 9am, Tuesday 30th July 2024

Interview Date: Wednesday 7th August 2024

Please note, Bow Arts' studio holders are not eligible for this role due to conflict of interest.