

Job Description

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| Job title: | Schools Relationship Manager – Major London Schools Exhibition Project |
| Reporting to: | AND Programme Director and Tate Project Producer |
| Location: | London – AND Offices and Tate Britain |
| Contract: | Fixed term June 2018 – December 2019 |
| Hours: | Full time |
| Salary: | £30,500 - £35,500 per annum (pro rata) |

Job Purpose

The Schools Relationship Manager role will be pivotal in one of the most ambitious all-schools projects that London has ever seen. Working with a globally renowned artist, the programme to be launched in September, will invite all primary schools to take part in year-long activity putting tens of thousands of primary pupils centre stage.

The project is a partnership between Tate, Artangel and A New Direction with an ambitious learning programme to underpin all activity.

This central role in the project team will drive schools recruitment, registration and the seamless orchestration of bookings and logistics for primary schools across the capital. The post holder will be at ease liaising with teachers and schools on the phone as well as setting up and managing complex databases and reporting on metrics. The position will involve tasks ranging from phone and face to face contact to data inputting and maintenance and being a strategic adviser on the project team. The Schools Relationship Manager will report directly into the project and be part of the Programme team at A New Direction, London's leader in cultural education, connecting London's children, young people and education organisations with the best of arts and culture.

We have a strong network of schools already and this role will be about hitting the ground running and making contact with new schools on a daily basis and energising them about a major new cultural programme for London.

Main responsibilities and tasks

- Design, create and maintain an accurate and up-to-date database and comprehensive schools reach for the project – up to 2,600 schools
- Report on data and generate metrics against key objectives for the project
- Be the anchor for schools bookings, setting up schedules and systems for the live delivery period Oct 18 – June 19

- Set up and manage bookings function for project activity, including teacher CPD and school workshop settings
- Close working relationship with up to ten facilitators on the project delivery team with schedules, daily logistics and activating new schools
- Responsible for relationship management with schools through to the end of the first exhibition phase Dec 19 to encourage in-gallery engagement, legacy opportunity and drive audiences to the exhibition at Tate Britain
- Establishing evaluation framework for the programme and collating feedback
- Leading and developing recruitment and outreach strategies to ensure the programme's success

This is a description of the job as it is presently constituted. It is the practice of A New Direction to periodically review job descriptions and to update them. This process will be conducted in consultation with you. It is the aim of A New Direction to reach agreement on any changes but if agreement cannot be reached, A New Direction reserves the right to insist on such changes to your job description after consultation with you.

Person Specification

Skills and abilities

- You will be excellent at making new relationships, introducing the project to new schools and forming quick partnerships
- You will be a strong communicator, you'll have a strong sense of what schools want, and you'll be able to suggest systems and methods for best project communications
- You will be highly ICT literate and a proficient user of Excel and other databases
- You will be able to analyse and present data accurately to a range of stakeholders
- You will have a high degree of integrity, excellent organisation skills, and be a self-starter with a sharp eye for detail
- You will be outcomes orientated and able to find creative solutions
- In this fast-paced campaign style project, you will have the best possible positive and proactive attitude to working within a small project team
- You will display a commitment to working within a framework which values and celebrates diversity
- Experience of processing and managing sensitive information
- Good understanding of child protection and safeguarding issues

Knowledge/ Qualifications/ Training

- Degree or Relevant Vocational qualification

Experience

- You will already have experience of working with a network of schools either

regionally or nationally. You'll know how schools work and what makes them tick, how best to contact them and most importantly, how to manage multiple schools at once.

- You will have good experience of working in a busy office environment, using a range of administrative systems and tools
- You will have experience of working with confidential/ sensitive information
- You will be well versed in using project management tools and have experience of managing complex projects

Behaviours / competencies

- Proactive and able to work under own initiative
- Able to work independently and as part of a team
- Able to work with accuracy and attention to detail
- Able to work to deadlines
- Professional and helpful
- Displays a commitment to working positively within a framework which values and celebrates diversity
- Commitment to maintaining a positive external image of A New Direction
- Commitment to A New Direction's values
- Shows an ability to prioritise a range of tasks with supervision
- A commitment and understanding of the value of creative and cultural education

We particularly welcome applications from individuals who are underrepresented in the cultural sector including women, people from black, Asian and ethnic minority backgrounds and people living with disabilities.

Special Conditions

It is likely that on occasions there will be a requirement for this role to work unsocial hours including evenings and weekends.

Context

The project

Over the past two years Tate, Artangel and A New Direction have worked closely together to develop a detailed project plan and build a core project team to give every school across Greater London the opportunity to participate in one of the most ambitious projects the city will have ever seen.

Working directly with Tate as the project lead and with the Project Producer, the role will sit within the Programme Team at A New Direction for the duration of live delivery across the academic year 18-19.

The schools programme will draw in early ambassador schools in the summer term of 2018 with the full project revealed and launched to the capital in September.

Who we are

A New Direction is a not-for-profit organisation that exists to ensure that all children and young people in London can develop their creativity and play an active part in the culture and heritage of the city.

We are an incubator of ideas and change. Our focus is on London, but we work with partners across the country and internationally and are keen for our work to have an impact beyond the boundaries of the capital.

What we do

Our main focus is on creating system-wide change. This means working with partners to ensure that the infrastructure that supports children and young people – schools, nurseries, the cultural sector, local authorities etc. – takes account of their need to play, be creative and experience culture. This means identifying areas of inequality, campaigning for policy change where that is a barrier, working with key stakeholders and other influencers, training and supporting professionals who work with children and young people, attracting new funding and investment to realise innovative ideas and giving young people new ways to engage and connect with the culture of their city.

We prioritise Outer London, with the aim to rebalance geographical inequalities, and pioneer ways to embed cultural learning and opportunities for young Londoners into new and developing places and communities.

We also run and deliver programmes which enhance children and young people's capacity to be creative and in particular their ability to get work in the creative sector. We do this where we see there is a need and a good fit with our skills and experience but we are always keen to share this learning with others and ensure our work benefits the wider sector and our long-term vision.

Our vision

Is for a London where all children and young people can thrive through developing their creativity

Our mission

Is to support the capacity of all children and young people to shape culture and be creative.

Core Principles

Equity

We believe all children and young people, regardless of wealth, geography or luck should have the opportunity to shape culture and develop their creativity. We will always prioritise those individuals and communities who are experiencing barriers and challenges.

Culture and creativity

For us 'culture' is both a category of activity (museums, heritage, art etc) and an intangible feeling of connection and collective value. Creativity is, as Ken Robinson states, 'the process of having original ideas that have value' - a skill that can be taught with imagination at its root. Culture and creativity are crucial

to individual happiness and to collective prosperity and our work always has these principles at its heart.

Trust

It is our belief that trusting, listening and respecting children and young people is at the centre of all successful work with and for children and young people.

We work to live-up to this in everything we do as an organisation and encourage others to do the same.

Closing date: 9 am on 30th April 2018

Interview tbc week beginning 7th May 2018

To apply please download the application documents from our website:
<https://www.anewdirection.org.uk/about-us/jobs/schools-relationship-manager>

Email your completed form to info@anewdirection.org.uk

A New Direction is committed to equal opportunities and values diversity in its workforce.

Please note that the successful candidate for this post will be required to complete a Disclosure and Barring Check and must be eligible to work in the UK.