

## Job description

**Job Title:** Learning Engagement Officer

**Location:** Dudley Canal & Tunnel Trust.

**Hours of Work:** 30hrs per week. A flexible approach to work hours will be required due to nature of the role.

**Salary:** £24,706 pro rate

## Job Purpose

To oversee the Trust's educational provision, by designing, growing, delivering and developing education as a core principle, across all ages and abilities, with particular focus on a relevant curriculum. Helping the Trust to tell its unique story to the widest possible audience.

## Key Responsibilities

- To deliver the agreed School Education plan in dynamic and engaging ways
- To develop the Education offer, ensuring relevance and alignment to an ever-changing curriculum.
- To facilitate learning sessions.
- To own all the Trusts learning opportunities
- To design engaging and relevant educational workshops at the Trust and through outreach.
- Monitor and evaluate learning programmes and make necessary changes.
- Work with teachers to provide resources to support pre and post visit learning
- Create processes that remove friction and barriers that prevent visits.
- Create a culture and programme that ensures inclusivity, equity and accessibility.
- To work closely with the CEO and functional teams to ensure that a learning culture is embedded in the Trust.
- To grow the school offer, to ensure maximum reach and potential
- To work with key educational and non-educational partners to maximise the Trusts educational offer.
- To liaise, support and manage the Trusts Education staff, including volunteers.
- To manage and coordinate the required resources to deliver learning sessions
- To grow all aspects of the learning offer in its widest sense, including informal, formal, outreach and workshops.
- To manage budgets to make the Education offer financially sustainable.
- To develop a learning offer that is suitable for primary, secondary and tertiary education.
- To embed learning at the centre of the Trusts core offer.
- To manage budgets as assigned.
- Any other such duties as deemed appropriate.

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## Accountabilities

- Health & Safety legislation
- Safeguarding
- Budget and financial control
- Core operations
- Education
- Volunteer management

## Person Specification:

We understand that candidates may not always meet every criteria listed below. If you have the right skill set, a strong willingness to learn, or are in the early stages of your teaching career and looking to gain valuable experience, we encourage you to apply. We value potential, enthusiasm, and a passion for working in an educational setting. Don't hesitate to get in touch with us

### Essential

- Experience in delivering educational programmes aligned to the national curriculum, preferably in a cultural, education or non profit setting.
- Experience designing workshops for a broad range of people.
- Experience working in an educational setting
- Significant experience creating or purchasing educational resource or content.
- Knowledge of digital tools and platforms for creating online experiences
- Rounded experience in learning across multiple ages.
- Excellent communicator, with strong presentation and teaching skills
- Experience developing and delivering new experiences

### Desirable

- Experience managing volunteers
- Experience in growing school groups.
- Experience managing budgets
- Experience in managing a customer centric operation
- Experience in coaching and staff development
- Excellent stakeholder management
- A recognised Learning Qualification (PGCE or equivalent)

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## Personal Attributes

- Significant enthusiasm for the Trusts strategic vision
- A personable and professional leader.
- Ability to work as a functional team
- Ability to make an informed decision, at times under pressure.
- Integrity
- Commitment to promoting equitable practices
- Confident Leadership style.
- Collaborative behaviours.

## Line Management

- Post holder reports to the Chief Executive
- Post holder has line management for a small team of Learning Support Worker

## Budgets Held

- Learning Income
- Learning Expenditure

## Benefits:

- Company events
- Employee discount
- On-site parking

## Experience:

- Designing educational resource: 1 year (preferred)
- Early childhood education: 1 year (preferred)

## Work authorisation:

- United Kingdom (required)

Work Location: In person

Application deadline: 10/01/2025

Reference ID: 2025/EDU/Manager/1

Expected start date: 01/02/2025

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