

## **Learning & Participation Officer**

£22,000 (pro rata)

Part time (0.5), permanent

Based in Huddersfield, West Yorkshire

### **Job Purpose:**

To lead hcmf// in forging links with the local community and partner organisations through innovative Learning & Participation projects

**Reporting to:** Artistic Director & Chief Executive

### **Job Description**

To work with the Artistic Director on the development of Learning & Participation projects, partnerships and policy

To devise, implement and manage Learning & Participation projects with a wide range of participants throughout the year and during the Festival, in agreement with the Artistic Director

To identify sources of funding, prepare funding applications and secure funding for Learning & Participation projects

To undertake monitoring and evaluation for all Learning & Participation projects and be responsible for reporting back to project funders and partners

To prepare and update budgets for Learning & Participation projects for the Festival in consultation with the Festival Manager

To liaise with other members of the team as required to support the promotion of events and the profile of the Festival, including providing information/support for the creation of marketing materials, press releases and funding applications as required

To work strategically within the region and be a credible ambassador for hcmf// and the Learning & Participation programme

To co-curate hcmf// shorts with the Artistic Director, and manage multiple events on Free Monday

To draft, monitor and revise strategic and business documents with the Artistic Director and other members of the executive team

To undertake special projects as necessary and such other tasks which may from time to time be reasonably be required, including assisting with front of house duties and other practical tasks during the Festival period.

To ensure that the Festival complies with the requirements of the General Data Protection Regulations in the collection, storage, use and sharing of all personal data

To represent hcmf// at local meetings and events as required

## **Personal Specification**

### **Essential**

- A dynamic and positive approach and manner
- Ability to work in a team
- An understanding of and commitment to the values of arts in education, learning and participatory settings
- Ability to work strategically
- Demonstrable knowledge of formal and informal education sector
- Skills in formulating and implementing projects, strategies and work plans
- Excellent interpersonal and communication skills
- Ability to work under pressure and to deadlines
- Ability to think imaginatively, creatively and innovatively

### **Desirable**

- 3 years' experience of working in arts education / outreach
- Experience of fundraising