**JOB DESCRIPTION**

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| **POST:**  | **Head of Education & Participation** | **DEPARTMENT:** | **Communities & Engagement** |
| **REPORTS TO:** | **Director of Marketing, Communities & Legacy**  | **DIRECT REPORTS:** | **Schools Engagement Manager** |

**PURPOSE:**

In 2017 the eyes of the world will be on Hull as it becomes UK City of Culture. Hull UK City of Culture 2017 Ltd has been set up to produce 365 days of transformative culture during 2017, through a range of diverse cultural events and activities.

As one of the most high profile and prestigious events in the UK over the next few years, we’re looking for highly motivated Head of Education & Participation to develop inspiring programmes of work that will engage audiences through learning and motivate them to play an active role in the year.

Reporting to the Director of Marketing, Communities & Legacy, you will be responsible for enhancing the artistic programme by developing complimentary activity, with a particular focus on young people. Over the course of the year we want to give every child and young person in the City the opportunity to participate in Hull 2017 as well as many more from further afield.

From classrooms to communities, this is a fantastic opportunity for a creative individual looking to develop a world class cultural learning and participation programme.

**RESPONSIBILITIES:**

Leading the Hull 2017 participation and education team you will help to interpret a 365-day artistic programme for new and existing audiences. Utilising the framework of the four seasons you will shape with our cultural delivery partners a series of projects, learning resources and participation opportunities that will maximise the social impact of Hull’s time as UK City of Culture.

You will also be responsible for our engagement will all local education institutions, from primary schools to colleges; as well as all our initiatives with harder-to-reach groups. Our work with young people will be a fundamental principle in securing the legacy of Hull 2017, and therefore a passion for working with this audience is a key aspect of the role.

This is a highly energised role that requires an individual who understands the needs of the education sector and the community; whilst being able to adapt to create engagement opportunities across all art forms.

* To plan and implement a citywide education and engagement programme that uses Hull 2017’s artistic content as a tool for cultural learning.
* To work with the programming and delivery team to identify opportunities for participation across the 365 days and to implement efficient systems and processes for coordinating this.
* To work with local and national agencies, partners, networks and organisations to develop and extend the reach of the education programme.
* To work collaboratively with our cultural delivery partners and those organisations receiving funding from Hull 2017 to integrate existing and new education and outreach programmes into the overarching plans for the year.
* To develop a programme of skills and capacity building across individuals and organisations working in Hull’s cultural and creative industries.
* To work with the Director of Partnerships & Development to identify relevant funding opportunities to realise the programme of planned activity.
* To work with the Head of Digital to develop an innovative e-Learning and digital engagement programme.
* To regularly communicate with schools, colleges and the University to support them to shape and develop their plans and ideas for Hull 2017.
* To champion community engagement and audience development across the organisation by developing outreach initiatives and reducing barriers to access across the artistic programme.
* Budgetary management for Hull 2017 education and participation programmes.
* To manage a small team and any external suppliers.
* To help build a culture of learning and sharing best practice, ensuring that key insights from our education and participation programme are accessible to partners and future UK Cities of Culture to ensure that it is used to inform and build knowledge within the sector.
* To ensure there is a legacy from our education and participation programme, with stronger, more sustainable links between the education, community and cultural sectors.

**PERSON SPECIFICATION**

**REQUIRED KNOWLEDGE & EXPERIENCE:**

* In depth knowledge and experience of implementing large scale programmes that place schools, education institutions or communities as the focus of engagement
* Experience of working with a range of partners from across the education sector
* Experience of working in an engagement or participation role (or similar), with a particular focus on children and young people
* Experience of strategic planning, including working with external agencies to implement activity
* Knowledge of skills development and capacity building programmes
* Knowledge of local, regional and national audiences
* Knowledge of the arts, cultural and creative industries

**SKILLS & ABILITIES:**

* Confident, articulate and able to influence stakeholders and partners to bring about a unified approach to education and engagement for Hull’s cultural offering
* A passion for working with children and young people
* Ability to work well with complexity
* Excellent planning and organisational skills
* Ability to create efficient systems for the management of participation opportunities within the artistic programme
* Strong written and verbal communication skills with the ability to tailor style and approach to suit a variety of audiences and purposes
* A clear and demonstrable understanding of relationship management
* Excellent knowledge trends and recent changes within the education sector
* Ability to be highly organised, in order to manage and prioritise workload
* Ability to work independently and as part of a small team
* Ability to take initiative, be self-motivating and delivery focused
* An appreciation of different approaches to participation and engagement across art forms
* Ability to work collaboratively, while taking a leadership role