



## JOB DESCRIPTION

<b>Job Title:</b>	Head of Learning and Participation (Maternity Cover)
<b>Salary:</b>	£41,086 per annum
<b>Duration:</b>	Full-Time – minimum 10 months (potential to extend) (Flexible – open to part-time options)
<b>Start Date:</b>	Ideally an immediate start date
<b>Hours:</b>	40 hours per week (including one-hour lunch break), includes delivery at weekends and during school holidays
<b>Location:</b>	Wac Arts building, NW3 4QP / Hybrid
<b>Reports to:</b>	Chief Executive Officer
<b>Line Management:</b>	Short Breaks Delivery Manager, Programme Coordinator, Sessional Workers

The Head of Learning and Participation is responsible for managing a programme of creative activity for young people aged 4 to 30 that aligns to the organisations mission and values. The role is responsible for recruiting, training and leading a team to deliver and maintain excellent teaching standards and an outstanding learning experience. You will work with the management team to plan for the growth of the activity and oversee the delivery of the Weekend and Evening classes (including Wac Nites) and our Short Breaks contract. The role requires a high degree of cross-programme collaboration, to evolve and strengthen the charity's inclusive provision and its internal and external progression pathways.

### SUMMARY OF KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

- Manage the delivery of a high-quality programme of creative activities that delivers our mission.
- Work collaboratively to ensure cross-programme delivery.
- Work with the Marketing team to increase participation from hundreds to thousands.

- Promote and maintain equal opportunities across all aspects of Learning and Participation.
- Have ownership of all aspects of delivery, within Learning and Participation, including Safeguarding and Health and Safety.
- Act as the Designated Safeguarding Lead for the organization.
- Conduct and manage risk assessments for both on and off-site provision.
- Monitor the effectiveness of policy and procedure relating to programme and implement changes where necessary.
- Work with the CEO (Chief Executive Officer) to design an expanded programme of creative activities with new art forms and content to reach communities, not yet engaged.
- Work collaboratively with the Development team on funding applications and related reporting.
- Provide leadership to the Learning and Participation team.
- Continue the quality assurance processes to ensure activities and outputs are delivered to the appropriate standard.
- Monitor and evaluate Learning and Participation, to ensure it delivers the impact and outcomes planned.
- Evaluate the success of the programme and respond to feedback in preparation for the next academic year.
- Recruit, appoint and monitor the Learning and Participation team.
- Observe sessions and provide feedback and support to tutors to improve their teaching skills.
- Oversee all activities relating to the Camden Contract (Short Breaks and the Independent Learning Hub)
- Monitor the Wac Arts bursary fund and ensure fair allocation of those funds.
- Contribute to annual budget processes and deliver programme within budget.
- Identify opportunities to align provision to the National Curriculum, Further and Higher Education and employment, to support access and progression.

## **PERSON SPECIFICATION**

### **Knowledge and Experience:**

- Experience leading and delivering relevant creative activities for young people, including direct delivery as an artist/tutor within arts, education and/or community settings.
- Significant experience of working collaboratively with sector professionals and other relevant networks.
- Knowledge of the barriers that exist for people accessing the arts and an understanding of inequality in the UK.
- Experience of reaching and engaging young people and communities that face the greatest barriers to participation.
- Experience of managing innovative, high-quality programmes which are relevant to young people and align with education, training and employment.

- In-depth knowledge of safeguarding policy for children and young people and vulnerable adults and demonstrable experience of applying policy to practice
- Experience of setting and managing budgets.
- Knowledge of learning and participatory provision in the funded arts sector.

**Essential Skills and Attributes:**

- Excellent organisational skills.
- The ability to deliver to deadlines and manage competing priorities.
- Working collaboratively.
- Strong communication skills – listening, speaking and writing.
- Emotional intelligence and empathy.
- Ability to nurture positive relationships with people from all backgrounds and at all levels within and beyond the organization.
- Effective IT skills including MS Excel, Word (Microsoft 365).
- Ability to work well under pressure.
- Problem solving.
- Flexible and able to adapt to change.
- Interest and willingness in continuing professional development.
- Self-motivated, flexible and creative.

**Desirable:**

- Knowledge and contacts across local youth and education settings.
- Knowledge of design and delivery of participatory activities for neurodiverse young people and those with additional or complex needs.

**Equality:**

As an equal opportunities' employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

To apply, please visit our website, [www.wacarts.co.uk](http://www.wacarts.co.uk), and complete the [online application form](#).

**Please Note:** We are currently accepting applications for this position with an immediate start date. Applications will be reviewed as they are received, and we will extend the offer to the first suitable candidate. We encourage interested individuals to submit their applications promptly