

## **JOB DESCRIPTION**

**JOB TITLE:** Education Manager (Highgrove)

**SALARY:** £35,000-£40,000 per annum.

**REPORTS TO:** Director of Education (Hubs)

**DIRECT REPORTS:** Curriculum Coordinators/ lead Tutors

**LOCATION:** Highgrove, Tetbury, Gloucestershire, GL8 8TQ and occasionally at other venues when required.

### **The Prince's Foundation**

The Prince's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The Prince's Foundation is inspired by The Prince of Wales's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

### **Job Purpose**

To project manage this unique skills-based Education centre and develop and administrate a programme of inspiring courses. The Education Manager will provide effective oversight of the educational programmes of short and long courses, ensuring the delivery of dynamic modes of study for disparate groups and abilities in an innovative manner. Building a community of makers, tutors and students embedded in the ethos of The Prince's Foundation is a crucial element of the role. Working collaboratively with Lead Tutors, Curriculum Coordinators and Education Managers across The Prince's Foundation is essential, along with working the Director of Education (Hubs) to develop provision. The ability to work independently and ensure the delivery of high-quality educational programmes is fundamental to the role.

## **Key Responsibilities**

- Manage the Curriculum Coordinators / lead tutors.
- Developing a core team of staff and self-employed tutors to meet the needs of the various educational programmes.
- Develop courses from concept to realisation in an organised and creative manner, in consultation with the Director of Education (Hubs) and lead tutors.
- Oversee tutor communication and the quality of the educational content across all programmes.
- Oversee effective administrative systems, policies and procedures to provide an organised and efficient structure for the delivery of educational and residency programmes.
- Update the Director of Education (Hubs) on developments on a regular basis.

## **Events**

- Work with the Education Managers and Directors in the delivery of events.
- Oversee the delivery of regular and ad-hoc events such as open days, summer schools, teacher events, exhibitions and conferences.
- Promote the educational programmes.

## **Safeguarding Adults and Children**

- Ensure the implementation of the Foundation's Adult and Children's Safeguarding Policies.

## **Health and Safety**

- Ensure the delivery of the Foundation's health and safety policies and procedures in providing a safe working environment for students, tutors, staff and visitors.

## **Finance**

- Within the level of responsibility, delegated by the Director of Education (Hubs), prepare budgets.
- Oversee programme expenditure against budgets and maintain accurate records.
- Deliver effective and timely financial documents in accordance with the Foundation's policies, procedures and needs.
- Oversee the administration of fee payments.

### **Marketing and communications**

- Support The Prince's Foundation Media Department to promote programmes.
- Actively promote the education programmes to schools and stakeholders

### **Data control**

- Ensure all sensitive data is kept according to the Foundation's Data Protection Policy

### **Management**

- Line manage Curriculum Coordinators

### **Personal Specification**

- A passion and interest in the development and preservation in heritage craft skills in an educational setting.
- Effective time management, prioritisation, and planning skills.
- Excellent client interface skills and verbal communication skills.
- Forward thinking and ability to anticipate and overcome problems.
- Proven ability to work independently as well as excellent team working skills within the wider organisation.
- Ability to build a rapport with individuals at all levels, and to confidently represent The Prince's Foundation in meetings and events.
- A professional attitude, willingness to help and an ability to remain tactful.
- Self-motivated, enthusiastic and reliable under pressure.

### **Skills and Experience**

- At least 3 years' experience in management crafts /arts organisation in an educational setting or similar.
- A BA in an associated subject
- Highly proficient in IT skills including Word, Excel, PowerPoint and database management.
- Highly proficient in the management and preparation of budgets and timetables

### **Desirable skills**

- MA in a related subject
- Teaching experience in craft /heritage skills

**Additional Information**

Hours of work: 5 days a week, 9:00 -17:30. Occasional weekend work will be required.

Please note a satisfactory disclosure check will be required.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Daniel McAuliffe. Please title email: Education Manager, Highgrove, The Prince's Foundation. To : [PF-HR@princes-foundation.org](mailto:PF-HR@princes-foundation.org).

Closing date for applications: Monday 26th July 2021.