

JOB DESCRIPTION

JOB TITLE: Curriculum Coordinator with a Textiles Specialism (Highgrove)

SALARY: £30,000-£35,000 per annum.

REPORTS TO: Senior Education Manager Highgrove

DIRECT REPORTS: Administrator, Technician

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 Coordinate this unique skills-based Textiles centre and develop and teach a programme of inspiring courses. The Textile Curriculum Coordinator will provide effective oversight of the educational programme of short and long courses, delivering dynamic modes of study for disparate groups and abilities in an innovative manner. There will be teaching (minimum 70 days per annum) included in the role and a specialism in sewing is essential. Building a community of makers, tutors and students including engagement with schools, colleges and universities, will be an important aspect of the role, whilst delivering a programme that reflects the ethos of The Prince's Foundation.

Key Responsibilities

- Support the Highgrove Senior Education Manager and Director of Education (Hubs) in developing a core team of self-employed tutors and staff to meet the needs of the various programmes.
- Liaise with Future Textiles Manager to ensure programme content is in line with the aims and vision of the curriculum area.
- Teach sewing skills to different age groups and abilities.
- Develop courses from concept to realisation in an organised and creative manner, in consultation with the Senior Education Manager and Future Textiles Manager.
- Oversee and maintain tutor communication and oversee the quality of the educational content.
- Maintain effective administrative systems, policies and procedures to provide an organised and efficient structure for the delivery of programmes. These systems will include:
 - Registers
 - Student /tutor agreements and engagement
 - Timetables /programming
 - Fee payments
 - Booking systems
 - Ordering of materials

Events

- Work with the Senior 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.

Safeguarding Adults and Children

- Oversee the implementation of the Foundation's Adults and Children's Safeguarding Policy during open days and at all other events when necessary.

Health and Safety

- Implement the delivery of the Foundation's health and safety policies and procedures in providing a safe working environment for students, tutors, staff and visitors.
- Work with staff and self-employed tutors, facilitate their understanding in creating a safe environment for the delivery of programmes.

Finance

Within the level of responsibility delegated by the Senior Education Manager, assist in the preparation of the budget.

- Oversee course expenditure against budget (including materials) and maintain accurate records relating to it.
- 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 Senior Education Manager and The Prince's Foundation Media Department to promote programmes locally and across the UK.
- 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 administrator and technician.

Personal Specification

- Effective time management, prioritisation and planning skills.
- Excellent client / student interface skills and verbal communication skills.
- Forward thinking and able 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 represent The Prince's Foundation in meetings and events and in the wider community.
- A professional attitude, willingness to help and an ability to remain tactful.
- Self-motivated, energetic and enthusiastic and reliable under pressure.
- Highly organised with a creative outlook.

Skills and Experience

- Experience of working in an educational setting with different ages and abilities.
- A BA in Fashion Design, Technology or Textiles or associated subject with an expertise in industrial sewing and manufacturing techniques.

- A passion and interest in the development of textiles skills with specific knowledge and interest in: construction, embroidery, weaving and eco-dying techniques and processes.
- Highly proficient IT skills including Word, Excel, PowerPoint and database management.
- An interest in sustainable practice in the fashion industry
- Significant experience in a crafts /arts organisation in an administrative/ coordinator role

Desirable skills

- MA in related subject
- Experience in sustainable practice in the fashion and textile industries

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 pf-hr@princes-foundation.org. Please title email: Textiles Curriculum Coordinator, Highgrove, The Prince's Foundation.

Closing date for applications: 30th September 2021.