

**Job Description:**

<b>Position:</b>	Building Craft Programme Coordinator
<b>Department:</b>	Education
<b>Reports to:</b>	Built Environment Education Manager
<b>Key Contacts:</b>	Education Coordinators, Trinity Buoy Wharf Programme Manager, Deputy Executive Director (Education)
<b>Role:</b>	Full-time 37.5 hours (Monday – Friday, 9 – 5pm, occasional evening and weekend working may be required)
<b>Salary:</b>	£24,000 - £26,000 (depending on experience)

**Location:**

The post is based at the offices of the Prince's Foundation at the **Dumfries House Estate, Cumnock, Scotland KA18 2NJ**

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**The Organisation:**

The Prince's Foundation was created in 2018, as a result of the consolidation of four existing charities, The Prince's Foundation for Building Community, The Prince's Regeneration Trust, The Great Steward of Scotland's Dumfries House Trust, and The Prince's School of Traditional Arts.

The Prince's Foundation by focusing on three core tiers - Education, Projects, and Attractions - delivers work to improve the built environment, save heritage, and promote culture and education. Through education The Prince's Foundation aims to create sustainably planned, built, and maintained communities, championing and celebrating the most important part of any community: its people. The charity continues to train a generation of architects, craftspeople, master planners, and place makers, in order to ensure the continuation of the kind of timeless skills which have been developed over generations.

For more information on the work of The Prince's Foundation: [www.princes-foundation.org](http://www.princes-foundation.org)

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**The Role:**

The Prince's Foundation believe that it is crucial to preserve the valuable craft skills which are required to conserve our historic built environment. These skills are gradually being lost as the average age of workers in the Historic Buildings sector approaches retirement age. Through education and hands on training the Prince's Foundation strives to provide opportunities which ensure we pass on this wisdom and knowledge which had been built up over hundreds of thousands of years

Reporting to the Built Environment Education Manager, the Programme Coordinator will have day-to-day responsibility for assisting with or managing a number of the Prince's Foundation's existing education programmes, with a particular focus on our building craft training programmes.

See further info here: <https://princes-foundation.org/education>

Additionally, the post will assist in the development and implementation of short courses and project related built environment education programmes both at the Dumfries House Estate and across the UK.

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**Key Tasks:**

Specific duties will include:

- Support the Deputy Executive Director (Education) and Built Environment Education Manager in the delivery of the Prince's Foundation's Building Craft and Built Environment Education programmes.
- Support the Built Environment Education Manager in managing external tutors/consultants utilised in the delivery of education programmes.
- Work closely with the Built Environment Education manager to ensure the successful delivery of our two key craft training programmes, a responsibility which will include:
  - Administer the programmes by recruiting students from across the UK, coordinating and arranging registration and answering any queries applicants may have.
  - Travel as necessary to recruit new apprentices (such as attending apprenticeship fairs) and to meet regularly with placement providers and students on placement across the UK.
  - With the support of the Built Environment Education Manager, provide ongoing pastoral care to our students throughout their programme, taking timely action with the Deputy Executive Director (Education) to resolve any concerns that may arise.
  - Assist the Built Environment Education Manager in the writing of internal and external reports.
  - Coordinating assessment processes, maintaining high levels of quality assurance, including course evaluation feedback.
  - Lead in the organisation of industry placements (and relevant accommodation) for students on the programme.
  - Liaise with NVQ assessors to ensure participants fulfil all qualification requirements.
- Under the supervision of the Built Environment Education Manager, take responsibility for the delivery of short courses and standalone building craft training programmes as opportunities arise.
- Play a leading role with the organisation and delivery of the Prince's Foundation Summer School.

- Work with staff at the Prince's Foundation to assist in the delivery and management of live build training programmes.
  - Support grant fundraising by acquiring data, evidence and other information as required.
  - Work with internal/external media teams to promote traditional craft and raise awareness of ongoing activities.
  - Undertake such other tasks and responsibilities as the Built Environment Education Manager may reasonably require from time to time.
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**Person Specification:**

The essential skills, knowledge and experience required are:

- Relevant degree level qualification or equivalent experience.
- Understanding of and support for the ethos and principles underlying the Prince's Foundation.
- Knowledge and appreciation of traditional building crafts, and their role within the built environment is desirable.
- Proven knowledge of the educational environment and pathways for progression within the sector.
- Experience in the running of educational and/or apprenticeship programmes.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.
- Strong organisational and time management skills.
- Proven ability to work effectively on own initiative and with minimal supervision.
- The ability to communicate efficiently and clearly in spoken and written language with people from a wide range of backgrounds.
- Strong administrative and project support experience.
- Strong budget management skills, knowledge of grant funding monitoring/reporting requirements.
- PC/Mac literate and ability to create high quality presentations. Working knowledge of Microsoft Office software (PowerPoint, Excel and Word), Windows XP, Adobe InDesign.
- Competencies necessary for the role include; strategic thinking, teamwork, performance management, budget management, working to deadlines, organisational and leadership qualities, research and writing skills and influencing skills.



**How to Apply:**

If you would like to apply for the post, please send a copy of your CV along with a detailed covering letter outlining your interest and suitability for the role.

Email to:

**Michael Goodger**

**michael.goodger@princes-foundation.org**

Alternatively post your application to:

**Michael Goodger**

**Dumfries House, Cumnock**

**East Ayrshire, KA18 2NJ**

The deadline for applications is **Monday 20th May 2019 at 12.00 noon**; applications received after the closing date will not be considered. Shortlisted candidates will be invited for an interview which will take place at Dumfries House, Cumnock, week commencing **Monday 3rd June 2019**.

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For further information or to discuss the role in more detail please contact:

**Michael Goodger**

*Built Environment Education Manager*

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