



Job Title: Learning & Events Co-ordinator

Reporting to: Head of Learning and Engagement

Department: Learning & Engagement

Waddesdon Manor is a historic house open to the public located 5 miles north-west of Aylesbury. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today it is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes 450,000 visitors a year to the property and has over 180 permanent staff members and 250 seasonal staff, working alongside 330 volunteers. It has one of the finest Victorian gardens in Britain, famous for its ornamental bedding, shrub planting and specimen trees, and its excellent horticultural standards. It also includes a working Aviary, The Dairy – a corporate and private event venue and offices, Windmill Hill Archive Centre, The Flint House, and The Five Arrows Hotel.

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Waddesdon runs a varied programme of public, family and educational events, covering a broad spectrum from children's tours to special interest days on particular aspects of the collection.

Outline of Role:

Learning

Waddesdon Manor has a successful, growing programme of workshops for schools which currently engages nearly 8,000 young people per annum.

Specific Duties Include:

- Deliver Waddesdon's learning programme, taking the lead on facilitating school visits and resourcing them appropriately.
- Liaise with our Education Assistants and our team of education volunteers to deliver school visits.
- Review the learning programme in collaboration with the Head of Learning and Engagement, keeping it up-to-date with the national education agenda and changes in Waddesdon's collection and exhibition schedule.
- Maintain a database of schools to track visits.
- Collect feedback from teachers to monitor and evaluate the success of the learning programme.
- Support relationship-building with local schools.
- Keep the Education Room tidy and fully stocked with equipment.

Events

- Waddesdon has a programme of informal engagement events throughout the year. The Learning Department support both property-wide events as well as running their own family events.
- Specific Duties Include:
- Deliver the Learning Department's calendar of events for families.
- Work with the Head of Learning and Engagement to ensure that the programme of family events drives visitor numbers and achieve targeted budgets.
- Collaborate with other Waddesdon departments to ensure that the logistics of running an event are all in place.
- Supervise event volunteers when an event is running.
- Lead on gathering and evaluating feedback to inform future programming.
- Responsible for the budget tracking regarding family events
- Monitoring the Mimi the Mynah loyalty scheme

This job description is not exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may vary subject to the needs of the department, and in keeping with the general profile of this post.

Knowledge, Experience & General Attributes:

Experience

- Demonstrable experience of delivering sessions and workshops for schools and/or families in a heritage setting (ideally 2-3 years)
- A degree in an arts-related discipline
- Experience of delivering varied family programmes and events
- Experience of managing or working with volunteers.
- Knowledge of the National Curriculum and wider learning agendas
- Valid driving licence and use of a car, as this post does include some outreach work

Skills

- Creative and innovative
- An understanding of cultural diversity and access issues
- Self-motivated, to be able to work confidently on own initiative, including time management of a varied and flexible work pattern
- Excellent communication skills and effective teamworking, with both staff and volunteers
- An ability to think creatively and convert ideas into practical activities
- Strong organisational skills, able to prioritise and to work to tight deadlines
- Range of IT Skills, including Word, Excel, Publisher
- A passion for history and the fine and decorative arts, and an ability to communicate that passion to audiences of different ages

Terms & Conditions:

- Permanent role
- Salary: £21,000 – 23,000 per annum
- At least 37.5 hours per week – 5 days per week,
- There will be some weekend, evening and Bank Holiday work required in order to deliver the programme, working to a rota to be agreed in advance
- On appointment, full-time staff receive 33 days/247.5 hours a year inclusive of public holidays. The holiday entitlement will increase to 34 days/255 hours after three years and 37 days/277.5 hours after five years' continuous service; after 10 years continuous service your holiday will increase to 39 days/292.5 hours
- Employer matched Pension Scheme up to 10%
- National Trust staff discount card for you and your partner providing entry to Waddesdon Manor and other NT properties, 20% discount in NT catering and retail outlets and the Five Arrows Hotel and 10% off Rothschild wines.
- Free parking

Application:

To apply, please send a current a CV and covering letter to application@waddesdon.org.uk no later than 11pm on Friday 1st February 2019

Interviews are currently planned for Tuesday 12th February 2019