



Job Description: Senior Learning Project Manager

Department Learning

Reporting to Director of Learning

Responsible for Learning Project Manager and Learning Project Coordinator

Salary £27,000

Main purpose of the role

To set up and oversee the management of Learning activities in education and community settings. To manage large scale projects and events. To liaise closely with key stakeholders and to maintain internal relationships with other departments within the organisation.

Northern Ballet Learning Department

The Learning Department is a dynamic and fast-paced team who connect with new audiences to break down preconceptions about who can access high quality dance. Working with everyone from the under 5s to over 55s, we deliver creative projects that educate and inform whilst always recognising everyone's individuality. Working in education and community settings, as well as theatres across the UK, we provide access to dance and ballet to thousands of individuals every year, who wouldn't usually be able to access high quality dance.

We are an approachable team who work with enthusiasm, integrity and professionalism.

Learning Department: Aims and Objectives

- Work to engage and educate new diverse audiences.
- Deliver quality, sustainable arts experiences to schools and community groups.
- Transfer skills and knowledge to education and arts professionals.
- Create and deliver projects that contribute to the core values and aims of the organisation.

Principle Responsibilities

- To oversee the arrangement and project management of the Learning Department activities to ensure all projects are planned, managed, delivered and evaluated successfully.
- To manage large scale projects and events delivered by the Learning Department.
- To ensure all Learning projects and resources are documented and archived.
- To manage and appraise the Learning Project Manager and Learning Project Coordinator; This includes the setting and monitoring of targets and standards and assessing their training needs to ensure opportunities to enhance their skills and experience.
- In partnership with the Director of Learning, manage the Learning department office on a day to day basis.

- To ensure that all the departments practice is consistent with health and safety standards and risk assessments for all projects are completed.
- To ensure the work of the Learning Department is GDPR compliant.
- To lead on Access within the work of the Learning department and across Northern Ballet, as well as working strategically with arts organisations across Leeds.
- Work with the Communications Department to fully exploit the opportunities for new audiences and raising the profile of Learning activity through marketing, press, social media and the website.
- To ensure information and copy are provided to press and marketing departments with regards to all Learning activity and to oversee the continued updating of the website and promote the work of the Learning department online and through publications.
- In collaboration with the Learning Artistic staff and Communications, co-design and oversee the management and successful delivery of Learning resources.
- To write reports and evaluations and to ensure the Development Team have all required information for reporting.
- To represent Northern Ballet at external meetings relating to access and inclusion.
- To manage, maintain and develop the department databases.

General Responsibilities

- To contribute to the aims of the Learning department with innovative ideas, developing efficient administrative systems.
- To maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- To attend staff meetings, training sessions and other events that may take place outside normal working hours.
- At all times carry out duties and responsibilities adhering to Northern Ballet Equal Opportunities, Health and Safety and Safeguarding policies.

Essential Attributes

- A proven track record of experience in arts management.
- Experience of devising and managing project budgets.
- A logical and methodical approach to planning and preparation.
- Experience of working on numerous projects simultaneously liaising with different stakeholders.
- Experience of managing people.
- Excellent communication skills both in a verbal and written format.
- Good IT skills, Microsoft office or similar.
- Excellent administration and record keeping skills.
- An understanding of accessibility and a passion for inclusion.
- Experience in creating risk assessments.

Desirable Attributes

- Experience in using Access database.
- Understanding and implementation of best practice in relation to safeguarding.

Personal Attributes

- Ability to work within tight deadlines and budgets and pay attention to detail
- An efficient and flexible approach; to prioritise workload to meet targets and deadlines
- Ability to create solutions and take ownership of the outcomes
- Ability to work calmly under pressure
- Pro-active; able to self-motivate and use own initiative

- Excellent time management skills for yourself and others
- Able to work as part of a team with a friendly approach and remain open to others
- Identifying tasks, projects and/or potential problems in advance
- To build strong working relationships with other departments
- Vision, imagination and creativity
- Prepared to work flexible hours

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE POST. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Closing date 9am Monday 7 January 2019

Interview date Monday 14 January 2019