



JOB DESCRIPTION

Job title:	Education & Outreach Officer
Responsible and reports to:	Creative Producer
Salary:	£18,000 pro rata
Hours of work:	22.5 hours per week minimum with some flexibility of evenings and weekend working
Base:	Kala Sangam, St Peter's House, 1 Forster Square, Bradford BD1 4TY
Period of contract:	Fixed term to March 31 st 2018 (potential to continue subject to funding)
Period of notice:	One month after 3 months probationary period with a 1 week notice during the probationary period.
Holiday entitlement:	28 days including statutory & bank holidays, pro rata PA

Purpose of Post:

To become an active member of the team and working with the Creative Producer to:

- Support the Academy in its management, administration and promotion of all teaching programmes
- Manage and promote our extensive programme of outreach schools and education activities
- Develop outreach and community partnerships through mutual collaboration opportunities

This post will involve flexible working patterns and may include evenings and weekend working. The post may require local, regional and national travel.

Responsibilities:

1. Assist the academy head in developing and managing the KS Academy teaching and learning programmes for courses and workshops in south Asian and intercultural arts as appropriate to the group / audience.
2. Provide administrative support to the Academy for teaching registration, assessment plans that demonstrate good practice, promote progression and personal development sensitive to the needs and abilities of the individuals.

3. Devise, Plan and manage performances/workshops and residencies in schools and community settings
4. Explore funding opportunities with trust, charities and foundations as and when appropriate
5. Support the KS development and partnerships with outreach communities
6. Ensure regular evaluation of community courses is carried out and maintain rigorous record keeping systems for monitoring purposes
7. Under the Academy head, support the development of teaching and performance skills of new and young artists including student placements as required
8. Assist in the management and administration of training sessions as required
9. Manage, administer and promote Arts Awards and other accreditation as required
10. Manage all aspects of administration to support and maintain Kala Sangam's commitment to the ISTD based teaching and status
11. Develop good working relationships with delivery partners such as schools, colleges including community centres and others as required.

General

- To uphold and promote Kala Sangam's mission and values;
- To uphold and promote Kala Sangam policies and procedures, promoting those specifically applicable to this area of work, including Equality and Diversity and Health and Safety policies and procedure and attend training as requested.
- To apply Kala Sangam's own safeguarding policy and practices and attend training as requested;
- To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training;
- To be conversant with and participate in activities and developments internally, locally and regionally which are relevant to the post;
- To present and promote as appropriate public image in representing Kala Sangam;
- To undertake any other duties as may reasonably be required and commensurate with the post.

Kala Sangam is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post is subject to an enhanced Criminal Records Bureau application.

Personnel Specification: Education & Outreach Officer P/T

AREA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Skills	<ul style="list-style-type: none"> • Excellent communication skills • A high standard of computer literacy • Managing artists and contracting • Team work skills • Ability to organise self and work programme • Able to work on own initiative and unsupervised 	<ul style="list-style-type: none"> -Training skills -Providing written reports / record keeping - To be able to speak some south Asian languages 	<ul style="list-style-type: none"> • Interview • Application form • References
Knowledge	<ul style="list-style-type: none"> • Teaching techniques appropriate to varied groups and abilities • Knowledge of schools/community working and liaison 	<ul style="list-style-type: none"> -Working in and/or with the community. -Fundraising through trusts, charities and foundations 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Managing and coordinating people • Being able to work in a team • Working in multi-ethnic communities 	<ul style="list-style-type: none"> -Devising teaching courses across different age groups; -Designing and delivering flexible learner-centred teaching plans 	<ul style="list-style-type: none"> • Application form • References
Attitude	<ul style="list-style-type: none"> • A good team worker and ability to work independently, without supervision • Non-discriminatory and judgmental • Flexible and adaptable • Committed, enthusiastic and 100% reliable 	<ul style="list-style-type: none"> -Interest in the field of creative arts -Community regeneration through arts and health 	<ul style="list-style-type: none"> • Interview • References
Qualifications / training	<ul style="list-style-type: none"> • A good general standard of education • Evidence of personal self-development • Hold full, valid UK drivers licence and use of a car • Legally entitled to work in the UK 	<ul style="list-style-type: none"> -Teacher training -Arts Award training 	<ul style="list-style-type: none"> • Application form • Interview