

Job Description

Job title:	Academy of Imagination Learning and Engagement Officer
Salary:	
Location:	BRLSI, 16-18 Queen Square, Bath

Job purpose

1. To lead, sustain and manage the development of the Academy of Imagination (Aol) Programme of in-house and outreach workshops and events.
2. To identify and develop opportunities for working with BRLSI staff, volunteers, members and supporters to enhance and extend BRLSI's educational services and activities for younger audiences.
3. To advise the Operations Manager in the development of BRLSI's Aol activities and plans.

Source and nature of management provided

This role will report to the Operations Manager.

Staff management responsibility

There is no direct line management responsibility for this role. The role will be assisted by BRLSI staff and volunteers who report to the Operations Manager

Special conditions

The role will require some flexible working to include evenings and weekends when events require. It will also include the ability to work at sites around Bath and North East Somerset, and therefore access to a car or public transport is required.

The role is offered on a part-time (eg 0.75 FTE) basis for a fixed term contract for 52 weeks extendable on a part time basis by agreement. Salary pro rata based on FTE of up to £33,000 pa.

Main duties and responsibilities

The primary focus of this role is to develop a programme of delivery for the BRLSI Academy of Imagination, to include a series of in-house events aimed at engaging younger audiences from an age of 7yrs+, along with attendance and representation of the Academy of Imagination at other BRLSI or community events over the duration of the project.

Specific requirements include:

1	The design of the Academy of Imagination programme of events and engagement opportunities
2	Engagement of local and other partners and volunteers to assist in the development and undertake delivery of the Academy of Imagination activities
3	Supervising and training volunteers and supporting the delivery of programme events
4	Commissioning of event activities, conducting appropriate risk assessments and developing learning resources in line with regional educational learning needs
5	Developing and maintaining systems for monitoring and evaluating the programme's quality, effectiveness and participant feedback
6	Coordinating the promotion of activities through the BRLSI website, social media and in the press
7	Engagement of key stakeholders including local and other organisations, educational partners, funding partners and the BRLSI community
8	Scrutiny of and support for enhancing the existing BRLSI programme to assist it in reaching wider, younger audiences
9	Assist in the development of a contact database of stakeholders to support BRLSI's development of its educational offering
10	Assist with development of progress reports, attend BRLSI committee meetings when required

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all BRLSI policies and procedures at all times and take account of BRLSI guidance.



Person Specification

Criteria	Essential	Desirable
Qualifications		
Good general degree or equivalent qualification	Yes	
A relevant teaching or teaching assistant qualification or evidenced understanding of the national curriculum		Yes
Membership of a professional body		Yes
A current DBS certificate	Yes	
Driving licence		Yes
Experience/Knowledge		
Evidenced experience in working with schools or within education settings aligned to the national curriculum	Yes	
At least two years' experience of event organisation and / or project management	Yes	
Knowledge of safeguarding and data protection requirements	Yes	
Experience of managing or working with volunteers		Yes
Knowledge of the history of Bath		Yes
Skills		
Excellent written and inter-person communication skills	Yes	
Confidence to engage with strangers	Yes	
Excellent record-keeping abilities, with experience of using core email, documentation and project management IT systems	Yes	
Problem solving and teamwork skills	Yes	
Strong interpersonal and relationship building skills		Yes

<p>Design and layout of accessible physical and digital promotional and engagement materials</p> <p>Photography for recording events and activities</p>		<p>Yes</p> <p>Yes</p>
<p>Personal Qualities</p>		
<p>Self-starter, used to motivating themselves and directing their own workload</p> <p>Will thrive when given the opportunity to own a project and shape it from the outset</p> <p>Develops meaningful and long-lasting professional working relationships with partners and colleagues</p>	<p>Yes</p> <p>Yes</p>	<p>Yes</p>