

Job Description

JOB TITLE:	Learning and Participation Manager
Reports to:	Head of Learning and Access
Hours:	3 days per week (0.6 FTE), 21 hours per week
Salary:	£30,005 (pro rata)
Holiday Entitlement:	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students and is one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas. Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community with high-profile corporate events and hires to further increase our revenue. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

We strongly believe that circus brings a wide range of benefits to all those who participate. We have the ambition to make circus accessible to as many young people as possible and we will continue to do this through our Access and Participation work.

Overall purpose of the post:

- As part of a team, manage and develop the Access and Participation, London Youth Circus (LYC) and Centre for Advanced Training (CAT) programmes in line with the National Centre's strategic aims.
- Work in partnership with all areas of the organisation to ensure the continuity and connectivity of the 'learner experience' through youth development, particularly LYC and CAT, into other areas of training within National Centre. Work to understand and proactively address barriers to accessing circus.
- Work with the Head of Learning and Access to create and deliver projects to support the charitable goals of National Centre.

Principal Responsibilities

1. Programme Management for Youth Development (LYC and CAT)
2. Programme Management for Access and Participation and Outreach
3. Support Teaching Team alongside Head of Learning and Access & other relevant team members

Youth Development (LYC and CAT)

- With the support of the Head of Learning and Access lead on the programming and delivery of LYC and CAT programme to ensure the quality of the learner experience
- Collaborate with Head of Learning and Access on the strategic aims of the LYC and CAT programmes to ensure these are achievable and progressive
- Be the key contact for all reporting to external partners or regulatory bodies involved in the delivery of the CAT/ LYC programmes.
- Lead the annual recruitment process for new students
- Provide pastoral support for participants and organise referral support if required
- Work with the Higher Education Team to ensure there is a logical and coherent continuity between programme areas and their individual aims
- Work with the Higher Education team to support the audition process and the students that transition from youth programmes onto the Degree
- Manage delegated programme and project budgets
- Ensuring the department adheres to recognised safeguarding standards and the organisation's Safeguarding Policy. This includes maintaining accurate records of any Safeguarding incidents or concerns.

Access and Participation and Outreach Activities

- With the support of the Head of Learning and Access, manage the programming and delivery of Access and Participation and Outreach programmes including Sensory Circus, a unique programme for autistic young people
- Collaborate with Head of Learning and Access on the strategic aims of the Access and Participation and Outreach Activities to ensure these are achievable, progressive and in line with the organisational aims
- Collaborate with members of the Higher Education team to ensure there is a coherent approach to access and participation between the two departments.
- Carry out the necessary evaluation practices and report on activities and achievements to relevant stakeholders within assigned timelines
- Maintain and develop relationships with external groups such as primary and secondary schools, youth groups and other circus schools
- Work with the HLA to create and deliver projects to support the charitable goals of National Centre.

Supporting the Teaching Team

- Ensure that the relationship between the administration & management teams of the National Centre and the teaching team is effective and mutually supportive
- Support teachers with participants' individual learning needs or behavioural issues
- Work with all programme areas to build up knowledge of circus teaching and learning
- Work with the teaching team to ensure all delivery is 'participant appropriate'
- Collaborate with the Recreational Team on teacher administration related to your programme area.
- Support the recruitment of teachers needed in your programme area

Other Responsibilities

- To collaborate and attend meetings with the Recreational Team maintaining a strong working relationship pertaining to shared objectives and resources

- To collaborate and communicate effectively with delivery teams, including Duty Managers and Programme Facilities Coordinators, to provide support as needed
- Ensure rigorous evaluation and data collection for all projects to enable feedback to funders and relevant regulatory bodies.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.

PERSONAL SPECIFICATION

Experience

- Experience within a learning, participation or outreach team, either as a manager or in a supporting role.
- Demonstrable experience of working with young people, teachers, coaches, or facilitators
- Understanding and experience of Access and Participation, and Outreach objectives
- A proven record of accomplishment of planning, delivering and evaluating participation projects.

Skills

- A strong understanding of safeguarding and issues around keeping young and at-risk people safe from harm
- Ability to work as part of a team
- Ability to manage a delegated budget and generate reports for relevant stakeholders
- Ability to make and maintain strong working relationships across the organisation and with external partners
- Proficient in Microsoft Office: Outlook, Excel and Word

Personal Attributes

- Positive team player with communicate effectively and sensitively with families, teachers and colleagues
- Creative problem solver
- An open attitude to new ways of working and adapting skills to new uses
- Interest in education, the arts or facilitating a highly physical activity (e.g. circus/dance/sport)

We are committed to building a diverse and inclusive workforce. If you're excited about this role but your experience doesn't perfectly align with every qualification in the job description, we encourage you to apply anyway — you may be the right candidate for this or other roles.