

JOB DESCRIPTION

Role / Title: School Engagement Manager for Herts, Beds and Luton, ROH Bridge/
School Engagement Manager for Greater Essex, ROH Bridge

Reports to: Senior Strategy Manager, ROH Bridge

Works closely with: Regional Programme Managers, ROH Bridge

About ROH Bridge:

Royal Opera House Bridge (ROH Bridge) aspires for every child and young person to have the opportunity to experience the richness of the arts, museums and libraries. To achieve our aim we believe that a high quality local cultural offer is essential.

ROH Bridge acts as a broker to galvanize and facilitate the building of sustainable cultural partnerships across Essex, Hertfordshire, Bedfordshire and the Thames Gateway. We co-invest in strategic activity that helps build local infrastructure and sustain cultural learning opportunities over time. We measure our success through the increased number of children and young people who are engaging with creative and cultural learning experiences both in and out of school.

ROH Bridge is one of ten Bridges nationally, resourced through a direct grant from Arts Council England (ACE) until March 2022.

Overall Purpose of the Job:

This part-time post is one of five managers responsible for the delivery of the Royal Opera House Bridge programme. Working closely with Regional Programme Managers, the School Engagement Programme Managers for will oversee our regional strategy for encouraging schools to engage with the arts and cultural learning in a particular sub-area of the geographical region we serve. This includes the management of key Bridge programmes of work involving schools, primarily leading on 'Artsmark' and encouraging schools and school leaders to champion cultural learning. In addition, the School Engagement Programme Managers will also provide general advocacy for cultural entitlement and progression in cultural learning and represent the interests of schools in ROH Bridge strategic conversations.

Key Accountabilities:

School Engagement

- Work with ROH Bridge colleagues to grow school engagement with high quality creative and cultural learning across a specified sub-area.
- Support the engagement of schools with all ROH Bridge strategies and programmes such as Local Cultural Education Partnerships and Artsmark.
- Work with the Regional Programme Managers and neighbouring Bridges to encourage and support schools taking leadership roles in local, regional and national initiatives in line with the vision of the ACE Culture Challenge. (October 2015).
- Support the identification and operation of a network of champion schools playing active roles in fostering creative and cultural learning in their local areas, and operating as critical friends to ROH Bridge.
- Assist with the recruitment of senior school leaders to local and regional leadership training programmes.

Artsmark

- Under the leadership of the Head of ROH Bridge and with the support of the Bridge Senior Strategy Manager, work on the planning, implementation and development of our Artsmark strategy in collaboration with the School Engagement Programme Manager for the neighbouring sub-region .
- Run Artsmark briefing events for schools and cultural organisations, introductory school Artsmark Development Days, as well as ongoing support surgeries and local celebrations for schools successfully gaining Artsmark.
- Take responsibility for monitoring school progress through their Artsmark journey in a timely and meaningful fashion.
- Working closely with the ROH Bridge Administration Co-ordinator and the Communications and Digital Manager ensure the smooth running of events, communications, data gathering and analysis and reporting.
- Liaise and regularly collaborate with Regional Programme Managers on the Artsmark recruitment and communications strategies for their areas, including ensuring schools are active in Local Cultural Education Partnerships.
- Represent ROH Bridge at quarterly Artsmark review meetings with Arts Council England designed to assure consistency of approach across the country.
- Draw the attention of schools to arts and cultural organisations in your sub area that have signed up to the Artsmark Partnership programme.

Vision & strategy

- Working closely with the School Engagement Programme Manager working in the neighbouring sub-area, develop, monitor and manage the ROH Bridge school engagement strategy that encompasses the range of work we deliver with learning settings. This will include developing strategies for increasing our reach to schools of all kinds across the sub-area and encouraging schools to be active in the strategic delivery of local cultural education partnerships.
- Contribute to the design, content, monitoring and implementation of the Bridge Business Plan.

- Work with colleagues in the development and delivery of a detailed annual action plan.
- Maintain a good level of knowledge in relation to funding and relevant ACE/ government/ regional policies.
- Identify opportunities to increase the quality and quantity of opportunities for schools to engage with cultural learning and ensure creative work is informed by the ACE Quality Principles.

Relationships, advocacy and communications

- Working closely with the School Engagement Programme Manager working in the neighbouring sub-region lead on developing and managing relationships with schools. Design and implement strategies for school engagement with ROH Bridge programmes, including Artsmark and Arts Award, in consultation with the Head of the Bridge and the Bridge Senior Strategy Manager.
- Act as an advocate for cultural learning, promoting the value of cultural learning with all partners and identifying platforms to share best practice.
- Advocate amongst school stakeholders for participation of targeted teachers in regional specialist leaders in cultural education programmes.
- Nurture and support relationships with schools in a position to champion creative and cultural learning.
- Manage the ROH Bridge Artsmark strategy to ensure the successful delivery of this programme as contracted by Arts Council England.
- Work in partnership with the ROH Communications and Digital Manager and Arts Council England to develop a Communications strategy for Artsmark.
- Provide guidance and feedback to any consultant working on school engagement activities ensure a consistent, high quality delivery.
- Maintain a positive and collaborative working relationship with Arts Council England and other Bridge organisations, reporting regularly on our progress against Arts Council targets.

Data and knowledge management

- As a team member, play a key role in ensuring that relevant regional data and intelligence is gathered quarterly, to meet the requirements of Arts Council England and to inform future planning.
- Strive to ensure that ACE targets relating to school engagement and Artsmark are achieved.
- Work with the Head of ROH Bridge to ensure that data analysis, project evaluation and field knowledge informs future work.
- Disseminate relevant information at a local, regional and, where appropriate, national level.
- Write and/or commission reports for various audiences as required

Administration, financial management and legal compliance

- Ensure that all activities and programmes are delivered effectively within budgetary constraints and health and safety guidelines.
- Share responsibility for monitoring and reviewing assigned budget code(s) on a monthly basis.
- Work with the Administration Coordinator to undertake the necessary administration involved in organising field events, developing, delivering and

monitoring school engagement programmes, including invoicing for training services.

- Working closely with Bridge and Royal Opera House colleagues, ensure compliance with all relevant legislative requirements, including health and safety, safeguarding children and equal opportunities.
- Ensure contracts are in place with all freelance staff and external partners and carefully monitored.

General

- Deputise for the Head of ROH Bridge as required, representing the Royal Opera House at regional and national meetings about Royal Opera House Bridge's work. On an occasional basis, deputise for other Programme Managers should the need arise.
- As a member of the Learning and Participation team of the Royal Opera House, play an active role in organisation-wide activities, including attending and supporting Royal Opera House events.
- Ensure that ROH policies and corporate styles are observed in every area of the department's work.
- Ensure that the wider ROH Learning and Participation team supports and advocates for Artsmark and Arts Award to partner schools and organisations.

This role will have an office base at the Royal Opera House Production Park in Purfleet, but there is a requirement for travel within the Bridge sub region you represent and some work at Covent Garden. Where logistically expedient, there may also be a requirement to work from home.

The job may develop over time and the above list of responsibilities is not exhaustive. Other tasks may be required which are in line with the seniority of the post. This job description is subject to review.

PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- First-hand knowledge of the formal education sector, including a deep understanding of how cultural learning can contribute to school improvement.
- Working knowledge of the refreshed Artsmark programme.
- A strong track record in managing relationships with a range of partners (including schools and cultural partners) and colleagues (including freelancers and internal staff).
- High level project planning and management skills including the ability to keep to a budget and achieve project objectives.
- Evidence of strategic thinking and planning in a related field.

Other Essential Skills, Knowledge and Experience:

- Experience of event management.
- Excellent communication skills, both written and spoken.
- Able to communicate effectively in a range of different settings, commanding cross-sector respect.
- Ability to work effectively with people from a range of backgrounds, professional contexts and seniority.
- Evidence of managing people and operating in a mentoring role.
- Knowledge and understanding of the role and function of Bridges.
- Knowledge of current education policy, accountability measures and the new curriculum.
- Commitment to, and a strong advocate for, the importance of the arts, culture and heritage to children and young people.
- Ability to act as an effective ambassador for ROH Bridge and advocate for cultural education.
- Proven skills in budget setting and financial monitoring.
- Contract management experience.
- Excellent IT skills.
- Experience of data analysis.
- Ability to prioritise and work to deadlines.
- Commitment to equal opportunities and diversity.

Desirable Skills, Knowledge and Experience:

- Qualified Teacher Status/teaching experience.
- An understanding of Arts Council England's 10-year strategy, the Culture Challenge and the role of Bridge organisations in supporting delivery of these strategies.
- Knowledge of the region covered by the Royal Opera House Bridge organisation, and in particular the sub-region where you would be working
- Knowledge of central and local government initiatives as they relate to creative learning.
- A demonstrable passion for the arts, culture and heritage.
- Working knowledge of Arts Award.