



Job Description

Job Title: Learning Co-ordinator

Reports to: National Outreach Manager

Department: Globe Education

Globe Education

Education is central to the primary purposes of The Shakespeare Globe Trust. Globe Education seeks to share the educational, academic and creative discoveries made at the Globe with people of all ages and nationalities.

Globe Education comprises 3 main areas: Learning, Events and Higher Education. These areas are supported by a digital team.

The department is one of the largest Education departments in an arts organisation in the UK, currently employing 32 full-time and over 80 freelance staff.

Over 120,000 students take part in Globe Education activities on site or through outreach and on-line learning programmes. These include half-day workshops for primary, secondary and university groups, semester and year-long courses for undergraduate and graduate students, summer schools, training programmes for teachers, devised one term and one year projects for schools in Southwark. The annual *Playing Shakespeare with Deutsche Bank* production is created especially for young people with 21,000 free tickets given to London schools.

Globe Education's programme runs throughout the year. From April to October, several programmes are created to complement the plays presented during the Theatre Season. From October to March, Globe Education has exclusive use of the Globe stage and most workshops and courses include some practical work in the theatre. Globe Education has access to the indoor theatre, the Sam Wanamaker Playhouse, from April to October.

Globe Education Projects

Globe Education's projects are designed to share the discoveries being made at the Globe with students and teachers across the United Kingdom and internationally. Through workshops and productions in-school and at the Globe, students are encouraged to engage with Shakespeare's language and develop personal, social and subject skills. Projects such as *Children as Storytellers* and *New Journeys with Shakespeare* are designed in consultation with teachers to inspire, support and enhance classroom practice.

Line management

The post holder will report to the Globe Education National Outreach Manager.

Purpose of Role

The Learning Co-ordinator, Globe Education will be responsible for the co-ordination and administration of Globe Education's national and other outreach projects for schools, young people and teachers. S/he will work closely with the National Outreach Manager.

Role and Responsibilities **Administration**

The post holder will work with the Head of Learning and National Outreach Manager to ensure that each project is planned, staffed and resourced to a consistently high standard.

S/he will ensure good communication between Globe Education Practitioners, teachers and partners involved in all projects.

S/he will ensure that each Globe Education Practitioner employed on Globe Education's projects has received an appropriate brief for sessions delivered and that a framework of support and care is in place for practitioners at all times.

S/he will be a point of contact for relevant matters relating to Globe Education's Projects for young people.

S/he will maintain files, records and correspondence relating to Globe Education Projects on which s/he is working.

S/he will liaise with organisations to ensure the access needs of individuals and groups are met.

The post holder will be responsible for ensuring that the evaluation documents and systems for all projects are maintained.

The post holder will work with the Head of Learning, National Outreach Manager and the Learning and Teaching Manager to ensure all off-site CPD for teachers and workshops for schools are staffed appropriately and all arrangements for travel and accommodation are in place for practitioners.

Communication

The Learning Co-ordinator will liaise with project teachers to resolve concerns and issues and ensure the smooth running of projects and workshops.

S/he will liaise with the Operations Manager regarding access to workshop spaces.

S/he will use Artifax to ensure all GEP and space bookings are entered and that the system is up to date on a daily basis.

S/he will support the work of other Project co-ordinators when required to do so by the Head of Learning.

Partnerships

The post holder will work alongside the Head of Learning and the National Outreach Manager to maintain and develop relationships with schools, teachers and arts partners.

S/he will support the Head of Learning and the National Outreach Manager to ensure that all of Globe Education's sponsored projects/ initiatives are monitored and evaluated in-line with sponsorship guidelines.

Finance

The post holder will process payments relating to projects such as invoices and practitioner payments. S/he will liaise with the Finance department to issue official invoices when necessary. S/he will monitor BAC payments and generate financial reports on request.

S/he will ensure that records, correspondence and data on all matters related to projects are maintained and monitored.

S/he will work with the National Outreach Manager to manage payments using the Learning team's prepaid FairFX card.

Meetings

S/he will be a member of the Globe Education Focus Group which meets 4 times a year.

S/he will have weekly meetings with the National Outreach Manager.

S/he will attend the Learning Area meetings which are held every 4 weeks.

S/he will attend the monthly Globe Education staff meeting and the bi-annual Shakespeare Globe Trust staff meetings.

Person Specification

Essential

- A passion for education in the Arts
- Excellent time management and organisational skills
- Ability to manage a varied workload with meticulous attention to detail
- Previous administrative experience (including a good working knowledge of Windows-based software)
- Awareness of current trends in education and in the needs of teachers and students
- Ability to communicate effectively with a wide range of people
- Good knowledge of Shakespeare and theatre in general
- Strong sense of initiative and self-motivation
- Ability to work as part of a team
- Ability to respond rapidly and effectively to changing situations
- Discretion and tact

Desirable

- Basic knowledge of elements that go into the creation of web pages
- Excellent writing skills
- Knowledge of Artifax

Recruitment Information and Terms and Conditions

Full Time / Permanent Appointment

[A full set of terms and conditions will be supplied with a contract of employment]

- Hours:** 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.
- Salary:** £19,500 per annum.
- Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.
- Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and to Globe Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within the Shakespeare Globe Trust.