

Education & Outreach Officer (Heritage & Arts)

The Education & Outreach Officer (Heritage and Arts) plays a key role at Lauderdale House. We are seeking an experienced, imaginative, adaptable and committed educator the opportunity to play a crucial role in:

- delivering our Education and Outreach programme, 'Opening the Doors', engaging local young people, children and adults in creative and heritage opportunities, and taking it to the next stage. The programme was launched in April 2016 and supported by the National Lottery Heritage Fund and John Lyon's Charity to create heritage and arts-based projects linking young people with the House.
- creating new opportunities for heritage and artistic educational outreach work, focusing particularly on engaging young people aged between 11 and 24 years with the House through formal and informal education

This position would particularly suit someone who is seeking to work across a broad range of provision (in informal and formal educational settings) and/or as the next step in their career.

Lauderdale House is a vibrant heritage house in a beautiful park, bursting at the seams with creative classes and performances. Situated in the middle of a wide range of diverse communities we have a unique opportunity to offer wide ranging arts and heritage activities and link deprived communities on the estates around Archway, towards Camden and the more affluent 'Highgate Village'. This is the focus of the education and outreach programme.

We seek to be a dynamic force within our community bringing people together to reflect the philanthropic donation of the House to Londoners by Sir Sydney Waterlow. Reaching out to those who are at a disadvantage is core. Building long term relationships is at the heart of our outreach programme together with bringing them new heritage and arts experiences. We seek to create successful models locally which can be shared more widely.

For an overview of the full range of activities taking place in the house see www.lauderdalehouse.org.uk

Deadline for applications:**9am Monday 2 September**

First Interviews: week commencing 9 September

Second interviews: week commencing 16 September

How to applyPlease email to Katherine Ives at kives@laurerdale.org.uk:

- A CV
- Details of two referees
- A covering letter explaining why you are interested in the post and how your skills, experience and personal qualities make you suitable for this role

Key Responsibilities

- to deliver the education and outreach programme - working with creative practitioners to develop and deliver sessions, as well as running some sessions yourself
- to review, evaluate and develop the programme on an ongoing basis with the Director, our special advisors and funders to ensure the activities evolve in response to the practical experience of delivery
- to develop the programme by creating new partnerships and opportunities
- to work closely with the Director, Fundraising Executive and the Board to help develop funding proposals and seek opportunities to secure additional income through the education programme. Note that the funding from John Lyon's Charity and National lottery Heritage Fund ended in May 2019

General Tasks

- Maintain accurate and detailed monitoring, financial and evaluation records and provide regular reports to the relevant bodies, including funders.
- Use our projects to create well-evaluated replicable working models which we can share nationally.
- Manage budgets for individual projects.
- Recruit freelance artists and historians to add to a core pool of freelance facilitators for the House.

- Keep up to date with curriculum developments, ensuring that education programmes are relevant to the national curriculum and national assessments.
- Act as the House’s Designated Safeguarding Officer, updating the Safeguarding policy and procedures as required and leading on training of all staff and volunteers.
- Maintain own records and filing systems, ensuring adequate documentation of projects.
- Work as part of the Lauderdale team, liaise with the general public, be involved with the day-to-day management of the House and office administration, cover other staff members’ duties as appropriate, and deputise for the Director.

Personal Qualities

The successful candidate will:

- thrive on dealing with the people in face to face situations
- enjoy working as part of a small and supportive team
- have enthusiasm, persistence and patience
- have a real desire to increase participation and engage hard to reach groups to change their lives
- have a flexible approach to working hours (the nature of this role will mean evening, early morning and weekend work will be necessary to engage with the target groups)

Person Specification

E = Essential

D = Desirable

Knowledge	Minimum graduate level qualification in history, arts, education or heritage education	D
	Good understanding of the national curriculum and assessment frameworks, particularly for the secondary phase	E
	Good understanding of Safeguarding rules and procedures and other Health and safety legislation and practice	E
	Strong understanding of the formal and informal learning sectors	E
	Understanding of diversity	E

	Well-rounded knowledge of using arts and heritage to enhance learning in the heritage, the arts, culture and conservation sector	E
Experience	Working in the heritage/museum/arts/cultural sector	E
	Leading sessions for children, young people or adults in the formal or informal learning environment	E
	Working with schools	D
	Working with 11 to 24 year olds - experience of working with hard to reach young people in outreach settings	E
	Working with community groups and youth centres	E
	Recruiting, training and managing volunteers	D
	Working with people from diverse cultures and backgrounds	E
	Liaising with educators, creative e-practitioners, artists/performers/musicians and designers	D
	Fundraising	D
Skills	Good communication skills, both written and oral; an unbiased approach to people and an ability to work with people from all ages and backgrounds	E
	Ability to lead, inspire and engage with internal (staff, board, volunteers) and external stakeholder (funders, local interest groups)	E
	A creative approach to heritage interpretation and ability to collaborate with people from other disciplines	E
	High level of creativity and the ability to design projects and resources using a wide range of media	E
	Team-working skills	E
	Self-motivated with the ability to work independently	E
	Well-developed project management, organisational and administrative skills and the ability to handle and prioritise a variety of tasks	E
	Excellent knowledge of Microsoft Office programmes and confidence making basic flyers and posters	E
	Trained in Arts Award Discover and Explore, Bronze, Silver or Gold	D

Terms & Conditions

Location: Based at Lauderdale House but will be expected to travel around the areas relevant to the outreach projects.

The appointment is full time:

- 35 hours per week. Note that office hours are 10am to 6pm.
- The post-holder will be expected to work Thursday evenings until 9:30pm to run Fresh@Lauderdale.
- Other evenings, weekends and holidays as required by the projects.
- No overtime is payable, but Time Off In-Lieu may be taken where the post-holder works more than the specified number of hours.

Fixed Term: this post is offered on a one-year contract, although we would hope that we are able to fund the post beyond a year if our Business Plan meets its targets.

Salary: £27,000

Holiday: 25 working days per annum plus public holidays. The leave year runs from 1 April - 31 March

Accountable to: Director

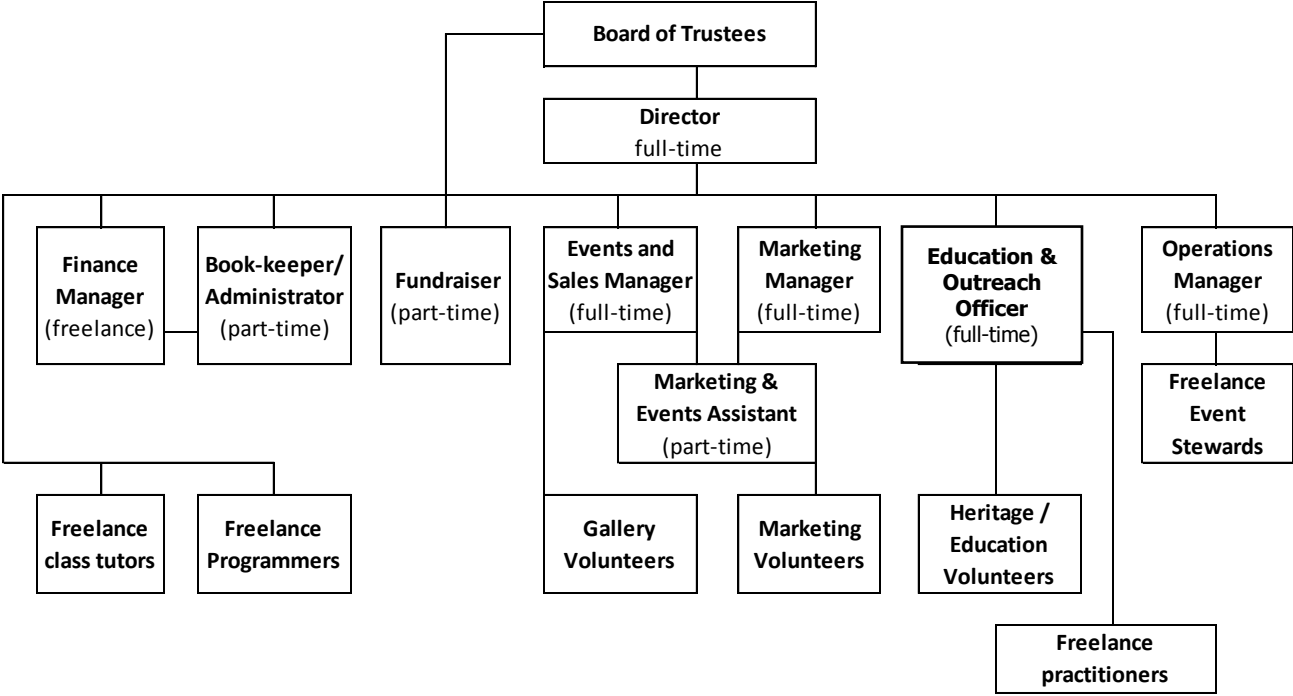
Accountable for: freelancers, volunteers and work experience placements

Equal Opportunity

It is the policy of Lauderdale House to treat all employees, visitors, and job applicants fairly and equally regardless of their sex, gender, sexual orientation, marital status, race, colour, nationality, ethnicity, religion, age, disability or union membership status.

This role requires an enhanced DBS check.

Staff Structure



Volunteer Support: Volunteers are a critical part of our team. We currently work with 20 volunteers on everything from box office and events to administrative and fundraising support.

Opening the Doors: Background

The appointment of a Heritage Education Officer in April 2016 placed heritage at the heart of the organisation and our outreach programme, called 'Opening the Doors', reached 2,359 young people aged 11 to 24 between April 2016 and May 2019. We ran 712 sessions generating 6,001 attendances. Our focus has been to develop long-term in-depth relationships with 5 local secondary schools and 5 youth and community centres. Vitally we have demonstrated the value of our projects to the teachers. In turn they have really engaged with us to develop new projects. This is particularly the case with the Curriculum Lead of History at Parliament Hill School who has provided significant time and professional expertise to support us to develop replicable projects that deliver the KS3 curriculum and to the new GCSE History exam specification.

Our work in the youth centres was been heritage driven but designed to be fun for a wide range of young people, over and above those who might already have an interest. The majority of the projects have involved a trip to the House and, once here, young people love exploring the galleries. We also use the Courtyard to publicly display their work.

Early on we knew that our closest youth centre, Fresh, was due to close for a building project in June 2019 and therefore we ran almost weekly heritage and arts sessions with the young people to nurture trust and confidence. The aim was to offer them a weekly evening session here now the centre is closed. It is early days, but in partnership with the Youth Service, we have started to deliver this and it is attended by a core group of young people.

As part of this process we have also formed relationships with renowned artists who have helped develop replicable models to engage and inspire young people.

We have focused on long-term partnerships and it is an obvious approach for us as a community resource which wishes to be embedded in the community. It has also allowed us to develop and evaluate models of working which we believe will be attractive to funders in the future.

Opening the Doors: Funding

The work described above and post of Heritage Education Officer was funded by the Heritage Lottery Fund and John Lyon's Charity. This funding has now come to an end, but our business plan includes

the role of Education and Outreach Officer part of our Core team, and we have appointed a part-time Fundraising Executive to augment our fundraising for the programme.

We have strong cases for support and believe we can build on our recent fundraising successes. The Education and Outreach Officer will need to work closely with the Fundraising Executive and Director to build on and develop the cases for support and ensure full evaluation and reporting which not only impresses existing funders but also strengthens future applications.

Opening the Doors: Key Elements

- **Fresh@Lauderdale - Creative Youth Session at the House**

We currently host a weekly creative session at Lauderdale House on Thursday evenings in partnership with Camden Youth Services. The session is open to young people from 11 – 19 years old and is mainly attended by 11 – 14 year olds. The majority of young people who attend live very close to the House on the Whittington Estates, an area of high deprivation.

The project has developed from over two years of partnership work and is particularly important as the youth centre that the young people used to attend, Fresh Youth Academy, is closed for refurbishment. The session is supported by two youth workers from Camden Youth Services and sessions are normally led by an artist or the Education and Outreach Officer.

Establishing a group of this kind in a heritage house, originally regarded by them as posh and inaccessible, is a major achievement. It is early days and needs much nurturing, but we see real potential thanks to the 2 years we have spent working and building relationships with them in their own centre.

We are applying for funding to bring in exciting artists to work with the group and developed a strong case for support for 3-year funding which has been submitted to the Young Londoners' Fund (result mid-September), and which we will adapt for other trust funds.

- **Secondary School Programme**

In the last three years we have delivered creative heritage projects in partnership with four local secondary schools, including William Ellis School, Parliament Hill School, La Sainte Union School and Acland Burghley School.

- **The Art of Dispute**

We have run this model in 3 different schools very successfully since November 2016. It is a poetry / spoken word project delivered over six weeks in English lessons led by poets and inspired by the themes arising from a trial of our former resident William Mead. The project raises issues of Freedom of Speech, Tolerance and the importance of Human Rights. We have just received funding from the Sigrid Rausing Trust to deliver this project to 3 schools this Autumn.

- **Mad, Bad & Dangerous to Know: The Tudors**

This history project was developed with the history teacher at Parliament Hill School and uses arts, such as drama, beatboxing, dancing and costume design to enable children to learn about the Tudors. We are currently fundraising to continue to deliver this project.

We are also keen to explore how we can work with secondary schools in other ways.

- **Young Volunteer Programme**

Our young volunteer programme aims to offer creative and heritage volunteering opportunities to young people who may not have the contacts to gain experience in the sector. We work with local partners to engage young people and provide supportive, flexible placements across the organisation. The Education and Outreach Officer is key in working with local partners to support these placements, as well as supporting the young people themselves whilst they volunteer.

- **Youth Centres Programme**

Over the past 2 years we have run projects Castlehaven Community Centre, Queens Crescent, Kentish Town in addition to Fresh at Highgate Newtown. We would like to continue our relationships with these centres and need to review how we work with them, what we can offer without funding (e.g. activity days at the House/in the Park) and what projects we might develop funding applications for.

- **Primary School Programme**

We currently run free KS2 History and Arts workshops for local primary schools. These are delivered by the Education and Outreach Officer and use the House and the Park as starting points for learning about history and arts activities. These are currently marketed by the

Education and Outreach Officer too. Additionally, we run some bespoke projects with local primary schools and are always interested in developing these where possible.

- **Heritage Profile & Interpretation**

Over the last three years, we have worked to establish the House as Heritage destination in the local area through implementing interpretation in the House, including Touchscreens, Room Guides and vinyl lettering. In addition, we run an annual Heritage Weekend for all ages in February. The Education and Outreach Officer is responsible for ensuring interpretation materials are kept up to date, looking for opportunities to integrate heritage into the education and outreach programme and supporting the Director with designing heritage activities for open House and our Heritage Weekend

- **Other Project Development**

In addition to this, the role is key in developing and nurturing relationships in the local community. These relationships create opportunities for people from a range of different backgrounds to enjoy and use Lauderdale House. Organisations we've previously worked with include a group for people with dementia and their carers, older people's groups and Central St Martins.