

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 to:

- deliver our Education and Outreach programme, engaging local young people, children and adults in creative and heritage opportunities. The programme involves managing and delivering our creative offerings alongside award-winning poets, artists and teachers in secondary schools and for our resident youth group. See below for current programme.
- create new opportunities for heritage and artistic educational outreach work, focussing particularly on developing initiatives and educational resources to engage young people aged between 11 and 24 years with the House through formal and informal education
- maintain and continue to build on established partnerships with Camden Youth Services, Camden Council and local education authorities.

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

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 and 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 new heritage and arts experiences to young people. 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 and our annual reports at [About Us | Lauderdale House](#)

Deadline for applications:

9am Monday 24 January

First Interviews: week commencing 31 January

Second interviews: week commencing 7 February

How to apply

Please email to Katherine Ives at kives@lauderdale.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 and ensure the activities evolve in response to the practical experience of delivery
- to enhance the programme by creating new partnerships and opportunities
- to work closely with the Director and the Board to help develop funding proposals and seek opportunities to secure additional income through the education programme. Note that funding from John Lyon's Charity has been secured to deliver a range of projects in local secondary schools for the current academic year.

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 House 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 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
- 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 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 best practices for diversity and inclusion	E
	Well-rounded knowledge of using different tools 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 and experience of working with hard to reach young people in an outreach setting	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
	Facilitating Online Educational Workshops and Sessions	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
	The ability to work peripatetically, adapt, problem solve and seamlessly switch between different working environments whether online or in person.	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

As a medium-sized local charity, we understand not every candidate is the same. There is room to grow and apply your personal strengths and background as a committed educator within this role.

Terms & Conditions

Salary: £28,350

Term: Permanent position

- This 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 9:00pm 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.

Location: This is a hands-on role in a small team. You will be based at Lauderdale House but will be expected to travel around the local areas relevant to the outreach projects. Lauderdale House is a public building that needs to be staffed day-to-day which means there is little scope for remote working unless Covid restrictions apply.

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

Accountable to: Director

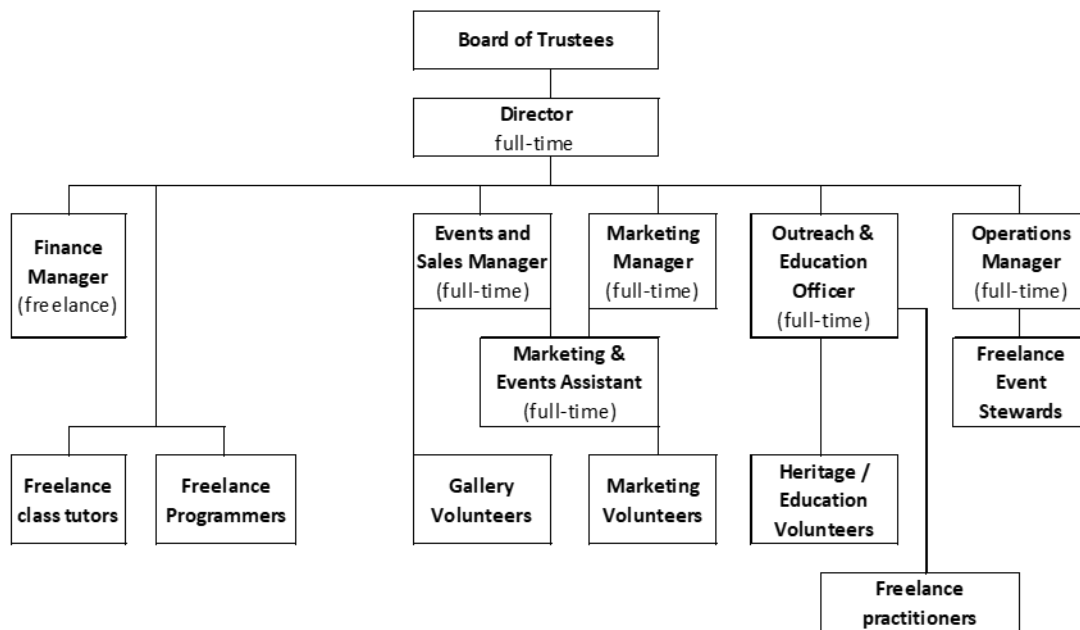
Accountable for: freelancers, volunteers and work experience placements

This role requires an enhanced DBS check.

Equal Opportunity

Lauderdale House is committed to implementing and promoting equality, diversity and inclusion in all of its activities, services and practice. We recognise that discrimination exists in society (whether protected by law or not), and that we have legal and moral duties to promote a positive culture of equality, respect, inclusivity and full participation. We believe especially in the value to individuals of participation in culture for all people, in the power of culture to promote understanding and respect between people of diverse backgrounds and cultures, and in promoting a sense of local community which is fully inclusive. As an organisation we are committed to challenging the unconscious bias of ourselves and others.

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.

Background and Funding

Lauderdale House is a multi-purpose, creative and accessible community hub and Grade 2* listed Tudor building built in 1582. As a public education resource, we are firmly embedded in local networks and in long term partnership with Camden Integrated Youth Services including the Early Help Intervention Team and the Camden Disability Service.

The current outreach and education programme was first developed in 2016, when funds from the National Lottery Heritage Fund and John Lyon's Charity enabled us to employ a full-time Education and Outreach Officer. This £1,200,000 project was comprised of a major refurbishment and three-year outreach and education programme with heritage at its heart. Since 2019, the role has been assimilated into the core team, and funded partly through specific salary grants and project grants with any shortfall supported through income earned from social hires. Separate project grants and partnerships are used to employ artists, develop new projects and run existing models.

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

Current Education and Outreach Programme

The programme largely focusses on combining our 400+ year history with the arts to inspire and engage local young people, involving them in fun, creative and inclusive activities. The two main strands are: (i) out-of-school activities through our resident youth group, Fresh@Lauderdale, and (ii) in-school activities creating arts and heritage-based projects for local secondary schools.

However, the programme is wide-ranging as described below:

- **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 was established in summer 2019 and is open to young people from 11 – 19 years old, mainly attended by 13 – 17-year olds. The session welcomes young people from all backgrounds but the majority of young people who attend live very close to the House on the Whittington Estates, an area of high deprivation. Establishing a group of this kind in a heritage house, originally regarded by them as posh and inaccessible, is a major achievement. The session is supported by two youth workers from Camden Youth Services and sessions are normally led by a freelance artist or the Education and Outreach Officer. We also have specific referrals from Camden Disability Youth Service of very gifted young artists who attend the session on a weekly basis.

During the pandemic Lauderdale House, supported by local charity Lady Gould's, was able to purchase and deliver laptops to the doorsteps of the core cohort of young people so they could continue to participate online. We were aware when first moving the session online that many young people were sharing devices between three siblings or did not even have a device for their

schoolwork. The Fresh@Lauderdale session became a lifeline for some young people where they were able to check in with their peers and youth workers during lockdown. Due to a constantly changing environment and the vulnerable participants there has been real need for assessing risks, having a can-do approach and keeping up to speed with the NYA and government guidelines.

- **Secondary School Programme**

Over the last four years we have delivered creative heritage projects in partnership with five local secondary schools - William Ellis School, Parliament Hill School, La Sainte Union School, Acland Burghley School and Channing School. Funding from John Lyon's Charity means that we are running all three projects in 2022.

- **Cabinet of Curiosity** is a 6-week process-led project which uses natural forms as a stimulus for young people to create 3D sculptural work in materials such as Clay, Wax and Bronze. Based on former resident James Yates (1850s) and his obsessive categorisation of exotic plants and antiquities, the project was developed during the pandemic in partnership with Channing School and our Artist in Residence. The project culminated last year with young people creating over 300 sculptures which were displayed in Waterlow Park as part of the annual Highgate Festival. The next projects will run in 2022, with Parliament Hill School (40 Year 10 students) in the first half of the Summer term and with Acland Burghley School (34 Year 10 students) in the second half of the Summer term.
- **The Art of Dispute** 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, close the hearts of young people. We have run this model in 3 different schools and in out of school settings very successfully since November 2016. The next projects will run in 2022 with William Ellis school with 23 Year 9 Pupils and La Sainte Union school with 28 Year 8 Students in the second half of the Spring term.
- **Mad, Bad & Dangerous to Know: The Tudors** is a history project developed with a history teacher at Parliament Hill School which uses arts, such as drama, beatboxing, dancing and costume design to enable children to learn about the Tudors. It has run twice before and we are delighted that the new funding means it will run in 2022 with Parliament Hill School in the Summer term (30 Key Stage 2 students).

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.

- **Primary School Programme**

Prior to the pandemic we delivered regular historical and immersive tours of Lauderdale house for primary schools. As and when restrictions allow we plan to resume school trips and free KS2 History and Arts workshops for local primary schools. In 2019, the Primary School Programme was delivered by the Education and Outreach Officer and used the House and the Park as starting points for learning about history through arts activities. Additionally, we have run some bespoke projects with local primary schools and are always interested in developing these where possible.

- **Heritage Profile & Interpretation**

Since 2016, we have worked to establish the House as a Heritage destination in the local area through implementing interpretation materials 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**

The Education and Outreach Officer 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.