

we're **recruiting**

JOIN THE TEAM AT DU
RUTHIN CRAFT CENTRE





Education Officer

Location: Ruthin Craft Centre

Salary: £30,060 - £32,654 pro-rata

Hours: 23 hours per week

Contract: Permanent

Closing Date: 30th December 2024

Interview date : 9th January 2025

How to apply:

To apply, please email People@denbighshireleisure.co.uk to request an application form. For alternative methods of applying please contact the Our People Team on 01824 706194.

We will shortlist for interview once the vacancy has closed, and if you have been selected for interview, you will receive an email with the details. Please ensure you check your junk/spam folders.

Mae'r ddogfen hon ar gael yn Gymraeg.

Denbighshire Leisure Ltd.

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.



About You

In the next few pages you will see the full job description and person specification. You'll see on the person specification that there's a lot we need the right person to have, but we know that some of this comes with time. There's a lot we can provide such as experiences, skill development and even qualifications, so we're more interested in knowing you as a person. Here is what we're really interested in.

Ruthin Craft Centre is Wales' premier centre for the applied arts, a vision-led organisation that offers an artistic programme that presents applied arts of the highest quality from Wales, the wider UK and around the world.

The post holder must thoroughly understand and proactively engage with this artistic vision to ensure an education programme of the requisite breadth and quality.

The work of this post holder involves the delivery of individual / multiple related and sometimes interdependent events and projects, within agreed budgets and timeframes. This requires a tenacious, assertive and highly organised approach to ensure effective delivery of projects. This needs to be balanced with a courteous and sensitive approach to working with a wide and diverse range of individuals, ranging from graduate artists and early career starters, to important and influential applied artists with a worldwide profile; plus a wide and diverse range of individuals, groups and organisations with age ranges through Parent/Toddler groups, school/college groups, to 60+ groups in addition to wider audience and community groups such as NEWCIS, CAMHS and RNIB etc.

Our ideal **Education Officer** will be someone with prior experience in educational planning, co-ordination, delivery and budgetary work in an Arts Venue.

You will be someone who is highly motivated to work closely with the Centre's Director to ensure excellent educational and interpretive provision that supports and complements the high quality changing programme of exhibitions.

You will be someone who is passionate about widening access to the applied arts – who joins us in *'Celebrating Craft and the art of making'* and who will play a key role in delivering the Arts Council of Wales' remit to ensure that 'The Arts' presented and experienced here in Wales is *'for the benefit of all'*.

If we've just described you in a nutshell, then we'd love to meet you. Make sure you set this out on your application form so we know to invite you in to an interview.



Job Description

Job Title: Education Officer

Grade: 6

Company : Denbighshire Leisure Ltd.

Responsible to: Director, Ruthin Craft Centre

Job Purpose:

To work closely with the Director of Ruthin Craft Centre, to ensure excellent educational and interpretive provision that supports and complements the high quality programme of temporary exhibitions of applied art, in line with the Ruthin Craft Centre's policies, goals and priorities.

The post holder will work in partnership with the Director to develop, plan and deliver a programme of educational activity to an agreed budget, timescale and specification, as agreed with the Director, ensuring the programme develops appropriately to agreed objectives.

The post holder will be required to develop an understanding of all the Ruthin Craft Centre public spaces and to support the Director in maximising the use of these spaces for education programme purposes.

The post holder will be required to provide articulate and effective marketing and advocacy for Ruthin Craft Centre's educational and interpretive work, in agreement with the Director

The post holder should:

- Have extensive understanding of education in the context of an Arts organisation, supported by relevant experience of working in an educational team in an Arts organisation.
- Have proven experience of project delivery, good all-round communication skills, be able to manage general and specialist matters, and co-ordinate small and flexible project teams.
- Have the capacity and foresight to anticipate and address changes in the educational needs of Ruthin Craft Centre, individual projects, and the wider external educational context.
- Have the skills and experience to understand the importance of new technologies in communicating with internal and external customers, to ensure the company is leading the way with their brand and customer experience.
- Have highly developed communication skills, in order to maintain good working relationships when difficult and contentious issues are being dealt with/resolved.



Principal Accountabilities and Responsibilities:

To research, plan and co-ordinate an educational engagement events and activity programme that supports and compliments the high quality programme of exhibitions of applied arts; including workshops, residencies, talks, lectures and symposia – on and off-site – as specified by the Director

Responsibilities include:

- Maintaining an overview of applied arts educational practice and develop an understanding of where Ruthin craft centre educational work fits within local, national and international agendas on arts education.
- To manage and co-ordinate inputs from colleagues, artists, freelancers and contractors and to be the main point of contact on the Ruthin Craft Centre team for educational and engagement matters.
- To maintain an overview of the work of artists in residence and ensure that all residency needs are planned and met in an effective manner.
- To maintain full and accurate records of the education programme and ensure those records are accessible to the Ruthin Craft Centre team
- To establish and co-ordinate systems for the effective documentation (e.g. photography and film) and evaluation (qualitative and quantitative) of the Centre's educational work.
- To plan and monitor a balanced education programme budget with the Director.
- To work closely with the senior staff to ensure prompt invoicing and payments and up to date financial records.
- To agree the percentage of educational programme income to be externally generated and arrange fund-raising via grant applications etc.
- To advocate and market the education programme in line with Ruthin Craft centre brand and house style – including the production of high quality promotional material and photography for previous and forthcoming events – to existing and new target stakeholders and to work with the senior staff on the education programme web and social media presence.
- To develop and maintain excellent relationships with a range of stakeholders and networks appropriate to the work of the Ruthin Craft Centre education programme, including attendance at external events by agreement with the Director.
- Promote volunteering (internally and externally) for our Volunteer Gallery Invigilator programme through recruitment and publicity campaigns. Recruit and interview volunteers and ensure they are appropriately matched and trained for a position. Carry out pre-volunteering checks, including references and Disclosure and Barring Service (DBS) checks where appropriate. Organise rotas and provide inductions and training, as well as briefing / information packs for exhibitions. Ensure there is appropriate support and training for volunteers.



- To be responsible for compliance of the Ruthin Craft Centre education programme provision with statutory requirements and relevant guidelines. These include the Equality Act 2010, Children's Act 1989 / 2004, Working Together to Safeguard Children 2017, Safeguarding Vulnerable Groups Act 2016, Wellbeing of Future Generations (Wales) Act 2015, COSHH (2002) and any other relevant legislation or compliance required by the Health and Safety Executive.
- The post holder is responsible for the management, day-to-day operation and maintenance of the Centre's educational & residency facilities in an efficient way – including spaces, equipment, ordering materials – ensuring all user requirements are met in a timely fashion.
- To co-ordinate the hiring out of the Ruthin Craft Centre Education room, including: contact and liaison with prospective hirers; prompt supply of accurate material on hire facilities and options, diary scheduling of bookings, related correspondence and records; co-ordination of required facilities layout; front of house responsibility during hire events and activity; close liaison with the senior staff to ensure effective post event invoicing and evaluation. Buildings insurance and security needs mean that this area of responsibility requires close liaison with the Director about the use of Ruthin Craft Centre premises and facilities out of hours.
- To ensure and co-ordinate the arrangement of appropriate insurance cover for events and facilities that are being used for educational purposes
- The post holder is a limited Ruthin Craft Centre signatory, and uses existing standard pro-formas for contracting artists and ordering materials and other resources to deliver the programme, through prior liaison and agreement with the Director.

Supervision/Management of People

The post holder will be responsible for the co-ordination of contracted artists and educational facilitators delivering the programme of educational activities.

Special Working Conditions

The post holder must have the ability to travel across Denbighshire for which an allowance is payable but subject to review.

Although this post is 23 hours per week, a flexible approach to core working hours is required. The post holder will be expected to work the hours the job demands. Due to the six day week operation of the centre and the educational activities – the working pattern for the post will be variable. Some educational events/activities will take place at weekends and outside of the centre's normal public opening hours.



Employment Checks/Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK. This post requires an enhanced DBS check.

Safeguarding Statement

Denbighshire Leisure Ltd recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire Leisure employees are required to work in accordance with the organisation's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the organisation can take prompt action when exploitation is identified.

Vision / Context

Denbighshire Leisure Ltd has been transformed over the past decade and is now renowned for delivering high standards of provision right across the County of Denbighshire; offering a new, unique, affordable, and a commercially sustainable Leisure offer; whilst making a significant contribution to improving the health of our residents and delivering economic prosperity. This has been possible because of a highly motivated workforce, with a great culture, who work to strong values.

The post holder will be expected to display and promote our company core values:

- We will stand by our principles of integrity and honesty.
- We will be trusted by our staff to always do what is right as their employer, and make them proud.
- We will never accept the status quo. We will work harder, become stronger and continue to deliver the highest quality of service to our customers.

Denbighshire Leisure Ltd has three important, but distinct pillars, which inform and influence the way we work and why the Company was created. The Company is recognised for the valuable contribution it makes to our communities, how it works with its partners and other businesses, and more importantly how the Company looks after and develops its workforce – the Company very much believes in a 'one team - one bank account' philosophy.



Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. We know that some of these areas only come with the right experiences, so whilst we do need someone who meets the qualifications criteria, we're happy to provide the rest to the right person. See the 'About You' page for who we think the right person is. If you already have the below essential criteria below, then that's just a bonus!

Post title: Education Officer

Company: Denbighshire Leisure Ltd

Grade: 6

Creativity and Innovation

- Be passionate about, and desire to, widen access to the Applied Arts (Crafts) - for the benefit of all.
- Be able to provide innovative and creative solutions in 'celebrating Craft and the art of making' - to drive continuous service improvement and help transform how we do business and serve our customers, as we become a more self-sufficient service in the future.
- Have the ability to structure audience engagement/participation issues and to arrive at a balanced and informed decision.
- Have the capacity and vision to anticipate and influence change in response to identified needs and have the skills and abilities to manage complex issues and competing demands in a dynamic environment.

Qualifications, Experience & Knowledge

- Degree level education – with a professional qualification in arts education desirable
- Prior experience of work in an educational team within an arts organisation
- Understanding of education in the context of an arts organisation
- Understanding of the Visual arts – with an understanding of Applied arts (Crafts) desirable



Qualifications, Experience & Knowledge

- Experience of setting and monitoring budgets
- Prior experience of project and residency based arts education work
- Extensive knowledge of Office systems, IT and computer technology including digital media
- Excellent written and presentation skills
- Understanding of advocacy and marketing
- Understanding of H&S issues and Risk Assessments etc.
- Able to initiate, deliver, and support change as required. Adapting to change and introducing better ways of doing things through generating ideas and seeking out the best way to deliver services.
- Experience of using, and appreciation of the impact and relevance of, digital technology to solutions, planning, management and service delivery.

Personal Qualities

- Strong team player, yet can sustain own work on a self-starter basis
- Highly organised with the ability to plan and prioritise delivery of own agreed workload
- Respects and maintains confidentiality at all times.
- Excellent communication / presentation skills, both written and oral. High level of interpersonal skills.
- Creative and innovative
- Strong project management skills.
- Demonstrate a strong commitment to customer service.
- Strong sense of accountability of self and others.
- Shows resistance and toughness under pressure.
- Flexible and pragmatic in the face of changing priorities and workloads.
- Prepared to work to a flexible working pattern - allowing for out of hours and weekend work when necessary
- Empathy with the Welsh Language and culture – fluency in Welsh language is desirable.





THANK YOU FOR YOUR INTEREST

For more information please contact Philip Hughes, Director of Ruthin Craft Centre, on 01824 706006 or Philip.Hughes@denbighshireleisure.co.uk



Cyngor Celfyddydau Cymru
Arts Council of Wales



www.denbighshireleisure.co.uk



Denbighshire Leisure Ltd



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