



SIGNAL
FILM & MEDIA



LEARNING & ENGAGEMENT MANAGER - JOB APPLICATION PACK

Closing Date: 20th April 2020

Interview Date: Week commencing 27th April 2020

Job Reference: L&EM 2020

INTRODUCING SIGNAL FILM & MEDIA

We are delighted that you are interested in joining our dedicated team at Signal Film & Media. We are an award-winning film and digital media company with a reputation for both high quality professional short film production and a wide range of community engagement media projects. Backed by the BFI, Arts Council England, Heritage Lottery Fund and many others, we offer a year-round programme of film, media and arts activities from our base in the Cooke's Studios, a creative media centre in the heart of Barrow that also houses theatre, radio, music and dance companies and which is set to expand in 2020.

Based 45 minutes from the M6 on the outskirts of the Lake District in Cumbria and two hours north of Manchester, our premises in the specially designed and equipped new Media and Arts Centre offers workshop, office, exhibition and cinema space alongside state-of-the-art digital production facilities.

As a registered charity we are often showcased nationally and used as a case study of best practice for our innovative work with our community. We strive to deliver an enriching and inspiring experience for participants, whatever their ability, age or experience. We regularly win awards for short film production and are a longstanding Delivery Partner for the BFI Film Academy and an Arts Award Centre.

VISION AND MISSION

Our vision is to build a thriving creative community where talent is nurtured and people exceed their own expectations. Our mission is to lead social and cultural change in Cumbria's most isolated and deprived districts through access to digital and creative media.

THE ROLE – LEARNING & ENGAGEMENT MANAGER

This new senior post offers an exciting opportunity to deliver fresh new creative activities and learning opportunities within an innovative and growing arts organisation. The Learning & Engagement Manager (L&EM) will drive a strategic, coordinated programme of youth and adult support, listening and communicating effectively with staff teams and stakeholders to make it happen.

As part of our small professional team, you will manage new, year-round activities for young people and adults including inspirational activities for schools, education institutions and specified audiences through an engaging, exciting and innovative learning programme. You will oversee our 'ladder of progression' engagement programme, offering people regular, ongoing coaching and opportunities for growth. You will lead on standardising how we record our impact and gather participant feedback rooting the service we provide in the needs of our community and taking every opportunity to learn and share our learning. You will maintain and enhance the charity's reputation for producing innovative, accessible programmes of the highest quality,

Experience of management within the cultural/arts sector is desirable but not essential – we envisage the right candidate could also be someone from a charity, heritage or community sector background. Key to the role is experience, passion and aptitude for delivering great projects that improve people's lives.

JOB DESCRIPTION – LEARNING & ENGAGEMENT MANAGER

Title of post: Learning & Engagement Manager

Salary: £26,000 to £30,000 depending on experience. Pro rata. 4 days (32 hours) per week (£20,800 - £24,000 per annum) with potential for the role to expand depending on performance. Fixed term for 2.5 years.

Responsible to: Co-Directors

Responsible for: Managing and overseeing learning and engagement, driving a strategic, coordinated, year-round artistic programme of youth and adult support.

OVERALL PURPOSE OF THE ROLE

This new post offers an exciting opportunity to join a growing and award-winning arts charity that has real and transformational effects on people's lives. As Learning & Engagement Manager you will play a crucial role in the strategic development and delivery of our Learning & Engagement Programme, maximising opportunities for collaboration, helping to realise the full potential of our innovative creative activities and delivering fresh new learning opportunities.

KEY TASKS AND RESPONSIBILITIES

1. Manage and oversee strategic programming of Signal's youth and adult engagement projects, working closely the Youth Programme Manager and Project Managers.
2. Oversee and implement an updated Learning and Engagement strategy.
3. Oversee and implement our new evaluation, monitoring and impact framework.
4. Produce and contribute to project reports and applications for/to funders and stakeholders.
5. Build effective working relationships with schools, local education providers and community organisations, increasing our engagement with, and progression routes for a broad range of local communities, families, creative institutions and specified audiences.
6. Grow our regular adult audiences, supporting participants to identify and pursue their individual learning journey, tailoring support to best suit their needs and aspirations, overseeing regular access sessions as part of our core activity.
7. Ensure projects are delivered on budget, according to schedule and that outcomes are met.
8. Play an active role as a member of the Signal Team, working collaboratively with the Directors, Project Managers, with Marketing and Programming colleagues (regarding the production of marketing and publicity materials), and with the Technical Manager (to produce Health & Safety and Risk Assessments and ensure that technical requirements for all events are addressed appropriately).
9. Actively participate in the learning and cultural sectors, networking with artists, education institutions, teachers, funders and other institutions and organisations, representing SF&M externally and deputising for the Directors when required.
10. Be the key contact for learning and engagement enquiries.
11. Ensure that all policies e.g. health and safety and child protection are adhered to by staff, volunteers and participants
12. Manage personal data relating to the Learning & Engagement programme in accordance with GDPR legislation
13. Line management: Youth Programme Manager, Project Managers and oversee some volunteers.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> ▪ A degree, or related / relevant qualification in the cultural/arts/heritage, education, charity or community sector. 	
Professional Experience	
<p>Experience of:</p> <ul style="list-style-type: none"> ▪ Minimum of 2 yrs project management, preferably within the creative/cultural sector ▪ Managing other staff as part of a team ▪ Creating & maintaining good relationships with stakeholders and participants ▪ Working with young people and marginalised/vulnerable adults and delivering community engagement projects ▪ Developing creative learning activities for young people and adults ▪ Managing creative practitioners ▪ Planning and managing budgets ▪ Monitoring, reporting and evaluation 	<p>Experience of:</p> <ul style="list-style-type: none"> ▪ Working as part of a creative production team ▪ Working with film, digital media, photography or writing ▪ Delivering training within a community context ▪ Working with a range of funders/partners and maintaining positive relationships with stakeholders ▪ Working with education providers (e.g. schools and colleges) and community organisations ▪ Knowledge of, and contacts in, the industry/related creative sector
Knowledge	
<ul style="list-style-type: none"> ▪ Excellent knowledge and understanding of the benefits of creative projects within a community and personal development context 	
Skills	
<ul style="list-style-type: none"> ▪ A good people person, able to communicate effectively and be a good listener - with people of all ages and backgrounds ▪ Ability to create a welcoming, inclusive environment that can bring people together ▪ The ability to work effectively, both independently and as part of a team ▪ Excellent verbal and written communication skills using clear language appropriate to the situation ▪ The ability to manage your time and multiple projects concurrently and effectively ▪ Ability to plan ahead and manage time and resources effectively ▪ Ability to think strategically and practically, bringing fresh insights and new ideas to the table 	<ul style="list-style-type: none"> ▪ The ability to use digital video and stills cameras ▪ The ability to use editing software ▪ The ability to use image editing and or graphic software such as Photoshop, Illustrator or In Design ▪ Able to build good relationships and work in a supportive manner alongside colleagues, consultants and volunteers ▪ Self-motivated and able and willing to work as part of a team ▪ Proven ability to manage own professional and personal development and willingness to learn.

<ul style="list-style-type: none"> ▪ Ability to work under pressure to meet deadlines, taking the initiative where necessary to resolve problems effectively ▪ Confident user of essential IT programmes - Word, Excel, etc. ▪ Understanding of and ability to manage and mitigate risk in practical situations ▪ Ability to manage project resources including external resources (consultants, volunteers, partners and budgets). ▪ Ability to achieve detailed project activities whilst maintaining an overview of overall project outcomes ▪ Committed to Equal Opportunities, Diversity and excellent customer service 	
Qualities	
<p>We are looking for someone who demonstrates the following personal qualities:</p> <ul style="list-style-type: none"> ▪ Enthusiasm for working in the fields of film, digital media, visual arts or writing ▪ The ability to connect with, inspire, and be interested in a wide range of people ▪ A genuine passion for supporting others to learn and develop themselves through creative projects ▪ A good team worker who is adaptable and hard-working with a flexible work ethic ▪ Self-motivated and responsible, setting high standards at all stages of the work process ▪ A resourceful and practical approach to problem solving to see a task through to completion ▪ A readiness to try new ways of working and the ability to ask for help when needed ▪ Creative thinker with a solution-focused approach 	

TERMS AND CONDITIONS

The post is part-time and fixed term for 2.5 years. There will be some evening and weekend work required. The appointment will have a probationary period of 6 months. It is expected that this post will formally begin in May/June 2020. The post will carry 22.4 days holiday (28 days FTE) including statutory holidays. The post will be directly line-managed by the Co-Directors.

HOW TO APPLY

Please download the job description and complete the application form at: www.signalfilmmandmedia.co.uk/ and return with a CV to info@signalfilmmandmedia.co.uk OR email info@signalfilmmandmedia.co.uk for an application pack.

Please include the job title in the subject line.

The deadline for applications is **Monday 20th April 2020**

INTERVIEWS

Interviews will be held at Cooke's Studios, 104 Abbey Road, Barrow-in-Furness during the week commencing 27th April 2020.

Thank you for your interest in this role.

If you have any queries, please contact info@signalfilmmandmedia.co.uk

If you would like to discuss the role please contact Loren Slater loren@signalfilmmandmedia.co.uk /
01229 838592