

Job Description

JOB TITLE:	Learning and Participation Manager
Reports to:	Head of Learning and Access
Hours:	Part time 28 hours per week
Salary:	£28,000 (pro rata)
Holiday Entitlement:	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

The National Centre's diverse range of work is delivered through the Professional Development Strand which includes BA degree-level education in Circus Arts, supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers.

The Commercial Strand provision is where Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community. We continue to develop our creation and production capabilities and are striving forward in both initiating, supporting and creating high quality work that can tour regionally and nationally. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

We strongly believe that circus brings a wide range of benefits to all those who participate. We have the ambition to make circus as accessible to as many young people as possible and we will continue to do this through our outreach work with schools and in the community.

Overall purpose of the post:

- As part of a team, manage and develop the Widening participation (WP), Outreach, London Youth Circus (LYC) and Centre for Advanced Training (CAT) programmes in line with the National Centres strategic aims.
- Work in partnership with all areas of the organisation and in particular, members of the Professional Development strand, to ensure the continuity and connectivity of the 'learner experience' through youth development, particularly LYC and CAT, into other areas of training within NCCA.
- Work with the Head of Learning and Access (HLA) and Fundraising team to create and deliver projects to support the charitable goals of NCCA.

Principal Responsibilities

1. Programme Management for Youth Development (LYC and CAT)
2. Programme Management for WP and Outreach
3. Support Teaching Team alongside Head of Learning and Access & other relevant team members

Youth Development (LYC and CAT)

- With the support of the Head of Learning and Access (HLA), lead on the programming and delivery of LYC and CAT programme to ensure the quality of the learner experience.
- Collaborate with HLA on the strategic aims of the LYC and CAT programmes to ensure these are achievable and progressive.
- Be the key contact for all reporting on the CAT scheme and the NCCA representative for National CAT meetings.
- Lead the recruitment process for new LYC and CAT students
- Provide pastoral support for participants and organise referral support if required
- Work with the Degree Strand Managers to ensure there is a logical and coherent continuity between programme areas and their individual aims.
- Work with the Higher Education team to support the audition process and the students that transition from Youth Development onto the Higher Education programme
- Manage delegated programme and project budgets.
- Supervision and support of Duty Coordination Team members.

WP and Outreach Activities

- With the support of the HLA, lead on the programming and delivery of WP and Outreach programmes to ensure targets are achieved in line with the organisational aims.
- Collaborate with HLA on the strategic aims of the WP and Outreach programme to ensure these are achievable and progressive.
- Collaborate with members of the Higher Education team to ensure there is a coherent line between Outreach projects and WP Targets.
- Report on activities and achievements to relevant stakeholders within assigned timelines
- Develop new relationships as well as maintain existing ones with external groups such as primary and secondary school, youth groups and other circus schools
- Work with the Fundraising Manager to create and deliver projects to support the charitable goals of NCCA.

Supporting the Teaching Team

- Ensure that the relationship between the administration/management function of the National Centre and the teaching team is functional, effective and mutually supportive.
- Support teachers with participants' individual learning needs or behavioural issues.
- Work with all programme areas to build up knowledge of circus teaching and learning and the Teaching Team's experience to ensure all delivery is 'participant appropriate'.
- Collaborate with the Recreational Services Manager on teacher scheduling related to your programme area.

Other Responsibilities

- To collaborate and attend meetings with the Recreational Programmes Team maintaining a strong working relationship pertaining to shared objectives and resources.
- Ensuring the department upholds the Safeguarding Policy. This includes maintaining accurate records of any Safeguarding incidents or concerns.

- In collaboration with the Learning and Participation Team, project manage events such as National Youth Circus event and LYC performances.
- Support the recruitment of teachers needed in your programme area
- Ensure rigorous evaluation and data collection for all projects to enable feedback to funders and relevant statutory bodies.
- Identify your own development needs where necessary to enable growth.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.

PROFILE

Background/experience

Essential

- Confidence and experience of working with young people
- An understanding of Widening Participation and Outreach objectives
- Programme design and delivery experience.
- Ability to make and maintain strong working relationships across the organisation and outside.
- An understanding of safeguarding and issues around keeping young and at-risk people safe from harm.

Specific job skills

- A working experience in Youth Development
- Excellent communicator and creative problem solver.
- An open attitude to new ways of working and adapting skills to new uses.
- Ability to work as part of a team.
- A proven record of accomplishment of managing and developing projects.
- Experience managing a delegated budget

Desirable

- Experience of working directly with students and teachers.
- Experience of teaching/ training/ facilitating students in a highly physical activity (e.g. circus/dance/sport)