



Hello!

Thank you for your interest in the Learning and Participation post for Pegasus Opera Company.

If you are interested in applying for the post please complete the job application and equal opportunities form in the application pack.

Completed applications should be sent to sonia@pegasusoperacompany.org with the email title : Learning and Participation Manager on Tuesday 14th October 2021 by 7pm

We actively encourage applications from individuals of African and Asian heritage, and the successful applicant should have the confidence to advocate strongly on behalf of these communities at all levels.

JOB TITLE: Learning and Participation Manager
SALARY: £30,000
CONTRACT: 3 days a week (Fixed Term, 1 year with a view to continuing post if funding is secured)
HOURS: 8 hours per day
REPORT TO: Executive Director, Pegasus Opera Company

RESPONSIBLE TO: Executive Director and Artistic Director

RESPONSIBLE FOR: Pegasus Associate Practitioners

LOCATION: Pegasus Opera Company, Suite 314, Bon Marche Business Centre, 241-251 Ferndale Road, Brixton, London, SW9 8BJ

WORKING PATTERN: 9am-5pm including some evenings and weekends where required

DISCLOSURE LEVEL: Enhanced

Deadline for applications: **TUESDAY 14 OCTOBER 2021**

Interview Dates: TBC

JOB PURPOSE

The Learning and Participation Manager will develop and manage education and outreach programmes, build partnerships with schools and community organisations and manage education budgets, contract associate artists to deliver programmes and communicate progress and impact internally and externally.



DUTIES AND RESPONSIBILITIES

- Work collaboratively with partner schools; voluntary organisations and arts organisations to plan, design and implement a programme of creative projects and initiatives to further the aims of Pegasus Opera Company.
- Regularly engage with youth Voice and participation to ensure that young people play an active and genuine role in the development of activities by enabling them to frequently reflect through different mediums'
- To represent Pegasus Opera Company at external meetings.

Fundraising and Resource Management

- Working alongside the Executive Director and Fundraising and Development Manager to identify and secure opportunities for additional funding and/or funded programmes
- Support the development, implementation and sustainability of Pegasus Opera Company strategic priorities.
- Maintain effective financial and project progress forecasting, planning and reporting processes.

Project Management

- Develop and coordinate large scale, cross-partnership programmes and activities involving multiple partners across the UK.
- Develop a monitoring and evaluation strategy to effectively evaluate the outcomes of all Pegasus Opera Company Learning and Participation projects and initiatives, ensuring that these are evidenced and reported for future planning, and in accordance with funding criteria.
- Manage Pegasus Opera Company Learning and Participation associate practitioners ensuring workshop and session delivery is carried out to the highest possible standard.

Governance

- Attend Pegasus Opera Company Board meetings where required and provide reports, including financial monitoring, evaluation and overall delivery of the programme in line with the aims of Pegasus Opera Company.
- Keep up to date with all local and National education, mental health and wellbeing and music policies and initiatives.
- Maintain accurate, concise and comprehensive database records (centralised or local) of all meetings and activities and other internal or external reports as required.

Child Protection, Safeguarding and Risk Management

- Carry out all duties and responsibilities with due regard to school policies and procedures such as safeguarding, child protection, health & safety, equal opportunities, data protection and disability awareness.
- Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the organisation.



Other duties

- Attend, sharings, previews, press and supporters nights and other Pegasus Opera Company events as required
- Attend regular company meetings and operations meetings
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, Pegasus Opera Company policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health & Safety
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Pegasus Opera Company

This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder.

Education and Outreach Manager PERSON SPECIFICATION	
Qualifications	
Education to degree level or relevant experience in arts, charity and/or education or related field	Essential
Experience	
Experience of managing learning and participation projects and initiatives	Essential
Experience of managing budgets	Desirable
Experience of contributing to funding applications	Essential
Experience of working with children, young people, adults and elders and the wider community.	Essential
Significant experience (minimum 3 years) developing and leading public engagement, community development and/or creative learning projects	Essential
Skills and Knowledge	
Excellent communication skills, both oral and written, together with good listening skills	Essential
Good organisational skills, including use of IT and time management	Essential
Ability to work on own initiative, to prioritise and manage own workload to meet deadlines	Essential
Ability to achieve targets, monitor outcomes, evaluate projects and produce appropriate reports	Essential
The ability to apply for external funding	Essential
Ability to motivate and inspire confidence in self and others	Essential



Ability to engage and work in partnership with a wide range of people in the projects	Essential
Understanding of Artsmark and Arts Award	Desirable
Experience of Effective Service Delivery	
A track record of coordinating and delivering projects or services	Essential
Experience in coordinating service delivery, including the ability to consult, plan, monitor, evaluate impact, measure outcomes and publicise findings through written reports	Essential
Experience of undertaking consultation and participation exercises involving service users or community members; ability to identify key barriers to progress and make adjustments, identify ways forward and problem solve effectively	Desirable
Experience of working with children, young people, adults and elders	Essential
Monitoring Evaluation and Reporting	
Experience of monitoring, evaluation and review of services / activities	Essential
Experience of using IT systems efficiently and effectively, experience of proactively maintaining databases and other record keeping systems	Essential
Ability to extract information from these in order to produce and present reports and statistical data in line with internal and external requirements	Desirable
Values / Personal Attributes	
Ability to build and maintain effective working partnerships with statutory agencies, schools, voluntary organisations and arts organisations	Essential
Ability to negotiate and achieve the best outcomes for children, young people, adults and elders	Essential
Proven track record of working with, tact, diplomacy and confidentially	Essential
Positive attitude with a 'can do' approach	Essential
Commitment to the provision of equality and diversity in all programmes	Essential